



## CLARK ATLANTA UNIVERSITY

### Job Description

<b>Position Title:</b>	Director of Humanities Ph.D. Program
<b>Department:</b>	Humanities Ph.D. Program
<b>Reports To:</b>	Dean, School of Arts & Sciences

*The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.*

#### ***General Function (Description):***

Clark Atlanta University seeks a Director of the Humanities PhD program (<https://www.cau.edu/school-of-arts-and-sciences/doctor-philosophy-humanities/index.html>). The Humanities PhD program is an interdisciplinary, terminal degree program with various concentration areas centered in the study of the African Diaspora. The Director will manage the PhD program in a role comparable to a chairperson and may have achieved the rank of tenured Associate or Full Professor; Assistant Professor applicants with sufficient contributions and accomplishments may also be considered. This role will also include teaching graduate level courses and directing the Center for Africana Digital Humanities. The selected candidate will provide leadership and management to stakeholders in the Humanities PhD program. Position will begin August 2024. Central to its mission, the program caters to a student body that is predominantly African American, but also includes international students from Africa, Asia, the Caribbean, and the Americas. Ideal applicants will be familiar with the mission of HBCUs.

Application materials must be submitted to [jobs@cau.edu](mailto:jobs@cau.edu) and include: · CAU Employment Application (available online) · Cover Letter · CV · Research & Teaching Statements · College/University Transcripts (unofficial acceptable; official transcripts required for employment) · Names of Three Professional References (willing to submit recommendations)

#### ***Examples of Duties and Responsibilities:***

Director duties will include dissertation advisement, degree program advisement, recruiting graduate students and affiliate faculty across humanities disciplines, overseeing grants and program resources, and developing curriculum. Additionally, working in concert with the Chairs of the concentration disciplines (African American Studies, Africana Women's Studies, English, and History) will be required. Teaching duties will include graduate courses in the Humanities and home discipline.

In addition, the Director will advocate for graduate student funding, provide professional development support relevant to the concentration fields, and bolster the concentrations in English, History, African American studies, and Africana Women's Studies.

#### ***Knowledge, Skills and Abilities:***

##### Required:

· PhD in English, History, African American Studies, or Women and Gender Studies · Experience and/or commitment to advising graduate student theses and dissertations · Ability to work collegially and professionally with colleagues.

##### Preferred/Desired:

• Graduate-level teaching experience • Grant/fellowship writing experience • Active participation in national professional organizations • Experience in Digital Humanities or Africana Digital Humanities

#### ***Minimum Hiring Standards:***

<b>Education</b>	Ph.D. from an accredited institution in English, History, African American Studies, or Women and Gender Studies.
<b>Years of Experience</b>	3-5 years of experience preferred, but not required.
<b>Years of Management/Supervisor Experience</b>	N/A

*Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer*