



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Assistant/Associate Professor
Department:	Public Administration
Reports To:	Dr. Henry Elonge

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):

This position will be a tenure-track position in which the incumbent will teach Master of Public Administration (MPA) courses in Nonprofit Organization Management, Board Governance and Leadership, Grant Proposal Writing and Management, Program Design, Implementation and Evaluation, Capstone Seminar. Other duties include research and scholarship within the discipline of Public Administration, grantsmanship, student advisement and service to the University and the community. Preferably, applicant's terminal degree must/should be in the field of Public Administration. Applicants at the **Associate Professor level** must show evidence of scholarly productivity in the area of research and grant writing

Examples of Duties and Responsibilities:

Teach a full complement of graduate MPA courses as assigned by the Chair;
 Serve as academic advisor and Capstone Paper advisor for a cohort of students;
 Develop an approved research agenda and conduct research projects that are relevant to the discipline of Public Administration;
 Identify and seek external funding for the Public Administration Department;
 Participate in recruitment and selection of MPA students; and
 Provide service to the department, university and community through committees, volunteerism, task forces, etc.

Knowledge, Skills and Abilities:

The incumbent shall possess an earned doctorate in Public Administration or Political Science (with a Public Administration concentration/cognate) from a nationally accredited university. Emphasis in Nonprofit Organization will be required with a minimum 18 credit hours for related courses. A strong commitment to teaching and evidence of scholarly research and service are required. A strong emphasis on the use of information technology for teaching and research also is required. Substantive experience in the public or nonprofit sectors is desired. A certificate in Online Teaching is required and this credential must be obtained within 6 months of hire if not currently credentialed in online teaching.

Minimum Hiring Standards:

Education	Ph.D. or equivalent
Years of Experience	Minimum of 5 years of relevant experience in higher education (Associate Professor) (2 years as Assistant Professor)

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