



CLARK ATLANTA UNIVERSITY Job Description

Position Title:	Tenure Track Assistant Professor & Online Program Coordinator
Department:	Educational Leadership
Reports To:	<i>Director of Higher Education Programs</i>

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)

The Educational Leadership Department is seeking a Full-time Faculty member and Online Coordinator with proven record of success in the teaching, research and service of graduate students. The ideal candidate is passionate about developing transformational policies, procedures, and data driven decisions that impact Minority-Serving Institutions (MSIs) and Historically Black Colleges and Universities (HBCUs). With leadership experience in functional areas such as Student Affairs, Academic Services, Institutional Research/Advancement, Disability Services or Operational Affairs.

All interested applicants **must apply** at (<http://www.cau.edu/employmentopportunities/index.html>) to complete an employment application and package. A completed application includes cover letter, teaching statement, curriculum vitae (CV), official transcript, copies of certifications/credentials, along with three letters of recommendation. Review of applications will begin August 2024. **Anticipated Start Date: January 1, 2025**

Examples of Duties and Responsibilities

- Teach Graduate Level Courses both In-Person and Online Program (OLHE)
- Engage in scholarly activities focused on educational leadership and policy development
- Chair dissertation committees and mentor doctoral students
- Participate in recruitment events, open houses, and admissions interviews
- Adhere to CAU guidelines and protocols related to governance, performance, evaluation, fiscal management, and inter/intra university-wide collaboration
- Engage in Committee work on the department, school, and designated university levels
- Develop instructional best practices, PLOs, and SLOs compliant with university/SACS-COC standards.
- Evaluate and Assess OLHE student performance metrics i.e. attrition, persistence, and retention
- Mentor and Advise OLHE students in supporting their academic and professional growth
- Contribute to continuous improvement of the OLHE program
- Ability to work collaboratively on outreach initiatives with diverse groups of stakeholders
- Highly responsive and actively engaged/connected with OLHE student needs and expectations
- Maintain at least 10 hours of weekly in-person office hours on campus
- Engage with key leaders and stakeholders via conferences, invited meetings, or professional events
- Lead the collective efforts of faculty to organize and manage the annual OLHE Summer Doctoral Residency experience
- Maintain at least 10 hours of weekly In-Person office hours on campus
- Commitment to the School of Education’s collective vision and mission

Knowledge, Skills, and Abilities

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| <ol style="list-style-type: none"> 1. Demonstrate competency, experience, and professional expertise in online course teaching/module building. 2. Ability to balance dissertation chairing and research supervision from prospectus through oral defense. 3. Successful track-record in Administrative Leadership supervising staff/faculty. 4. Knowledge of Higher Education governance structures and memberships in organization e.g. National Association of Student Affairs Professionals (NASPA), National Academic Advising Association (NACADA), Association for the Study of Higher Education (ASHE), and Association of Institutional Research (AIR). 5. Ability to demonstrate fairness and equity to all students through instructional practices aligned with Diversity, Equity, Inclusion, and Belonging (DEIB). 6. Familiarity with Microsoft Office, Microsoft Excel, Ellucian Banner, and LMS Canvas. 7. Demonstrate track record of scholarship/publications within the last 5 years. 8. Proficiency and expertise in Quantitative and/or Mixed Methods research. 9. Knowledge of cohort driven models and distance education best practices. 10. Ability to manage OLHE recruitment, program growth, and student development. |
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Minimum Hiring Standards

Education	PhD/EdD in Higher Ed, Policy, Administration, OR an equivalent Terminal degree from an accredited institution in a related discipline.
Years of Experience	5+ years
Years of Management/Supervisor Experience	5+ years

Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer