



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Assistant/ Associate Professor (Tenure Track)
Department:	Biological Sciences
Reports To:	Department Chair

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 Department of Biological Sciences at Clark Atlanta University is seeking applications for 2 tenure-track faculty positions, at either assistant or associate professor level, beginning August 2025. The tenure track positions will support the Department of Biological Sciences needs to expand Undergraduate Research in Biology. This highly trained individual will demonstrate excellence in teaching and research, and possess the ability to work collegially and effectively with a culturally diverse faculty, staff and student population. Primary teaching responsibilities may be epidemiology, general biology, microbiology, nutrition, public health or research in biology as well as upper level courses in the candidate's area of expertise. This position will have the opportunity to develop an independent research program using the Research in Biology core laboratories. The successful candidate is responsible for the coordination, administration and technical support of undergraduate research courses and common laboratories. The faculty member is an integral component in the Department's goal to provide excellence in teaching and research to undergraduate students. The candidate must have a thorough knowledge of and responsibility for complex laboratory operation. Understanding of organizational policies and procedures must be demonstrated by regular relating of information regarding department/University policies. Candidates should demonstrate outstanding potential and a compelling vision for an extramural funded research program. Associate Professor candidates should have a track record of extramural funding and research accomplishments. This position reports to the Chair of the Department of Biological Sciences.

Examples of Duties and Responsibilities:

- Plan and conduct scientific experiments in the lab as well as guide student research activities.
- Undertake data analysis to assess the results of experiments and disseminate in peer reviewed journals.
- Prepare course syllabi and related materials.
- Effectively deliver subject matter content.
- Monitor student attendance and programs.
- Participate on departmental committees.
- Participate in the selection of text books and resource material.
- Perform assessment of student learning outcomes.
- Prepare grade reports and end of semester documents
- Take part in other service and professional development activities.
- Develop and implement policies, procedures, and standards for lab operations to ensure the efficiency, effectiveness, and quality control of the laboratory and compliance with federal, state, and university regulations and standards.
- Jointly with research advisors and Department Chair, develops laboratory policy and procedures for Research in Biology Courses.
- Assists faculty with designing experiments.

Examples of Duties and Responsibilities Con't:

- Prepare equipment, materials, reagents and other necessary supplies for the Research in Biology laboratories daily and ensure that all these are in place prior to each lab.
- Monitors student lab sessions while in progress
- Participate in ongoing meetings with the research advisors prior to the laboratory.
- Maintains lab equipment; Provides support and assistance related to facilities and equipment issues and repairs.
- Maintains lab inventory and orders supplies
- Provides technical support for the departments outreach activities
- Develops and/or conducts safety training workshops for students

Knowledge, Skills and Abilities:

- Strong analytical capabilities and ability to interpret data to your experiments
- Excellent written, oral communication and report writing abilities
- Skilled in grant writing skills and manuscript preparation
- Experienced problem-solving skills to develop new and improved solutions
- History of experience working in an ethically and culturally diverse atmosphere
- Skilled at creating a vision and overall strategic competencies.
- Financial acumen including budget management
- Must have strong interpersonal, motivational and management skills;
- Must have outstanding experience and accomplishments in teaching
- Expected to adhere to University policy and procedures
- Knowledgeable of the specialized teaching techniques for effective laboratory instruction in biological sciences
- Ability to supervise teaching assistants and undergraduate researchers

Required Documents:

In addition to the official job application, please submit the following documents for consideration:

- 1. Cover letter expressing interest and summarizing credentials and a 3-minute intro video
- 2. List of 3 minimum persons to serve as references
- 3. Curriculum Vitae
- 4. Research Statement
- 5. Teaching Statement
- 6. A statement expressing your interest and/or experience with diversity, equity, and inclusion. Statements can include experiences with gender, race, ethnicity, faith, sexual orientation, physical abilities, learning abilities, and more.

Minimum Hiring Standards:

Education	PhD within Biological Sciences or related field
Years of Experience	At least 5-10+ years of research and teaching experience Biology.
Years of Management/Supervisor	Associate should possess at least 5 years of managing independent research program