

# Clark Atlanta University

## Job Description

<b>Position Title:</b>	<b>Instructor of Gerontology, one (1) position</b>
<b>Department:</b>	<b>Sociology &amp; Criminal Justice</b>
<b>Reports To:</b>	<b>Chair, Department of Sociology &amp; Criminal Justice</b>

*The following statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

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

Clark Atlanta University (CAU) seeks one (1) Gerontology Instructor for the Department of Sociology and Criminal Justice who is passionate about teaching, learning, and discovery. As a private institution, CAU expects faculty to be involved in the lives of students through mentoring, student support, enrollment initiatives, and other activities related to the college experience. As the department where W.E.B. DuBois did his seminal work and founded the journal *Phylon*, the successful candidates must show a recognition of the influence and intersection between race, class, and gender in his/her teaching and research. The department offers both the B.A. Degree in Sociology and Criminal Justice and the M.A. in Sociology and Criminal Justice.

Applications should be made through the Clark Atlanta University Human Relations website, with a complete submission including the following components: 1. cover letter that includes research plans, 2. statement of teaching philosophy and commitment to teaching excellence with diverse populations, 3. Curriculum vita, 4. Graduate transcripts, and 5. contact information for three references. Review of applications will begin immediately.

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

1. Faculty typically teach 12 hours per semester (undergraduate), including a combination of service courses. Selected candidate will teach Gerontology Ethnicity & Race, Ethnicity & Aging, and Human Sexuality. Selected candidate will use biopsychosocial approaches to examining the aging process and incorporate interdisciplinary resources for assisting aging populations.
2. Advise students on academic and career development, including internship placements.
3. Faculty are expected to engage in professional development and scholarly pursuits and involve undergraduate students in these endeavors.
4. Faculty are expected to contribute to the department, University, and profession through appropriate service obligations, including the student advising and committee service.
5. Prepare course materials such as syllabi, assignments, discussion boards and handouts. Prepare and deliver lectures to undergraduate students on topics in Criminal Justice ( CJ ) and Sociology ( SOC ).
6. Evaluate and grade students' class work, laboratory work, assignments, and papers.

7. Collect and analyze data for program and university assessment.
8. Maintain student attendance records, grades, and other required records.
9. Compile, administer, and grade examinations.
10. Initiate, facilitate, and moderate classroom discussions.
11. Develop and use multimedia course materials and other current technology, such as online courses (Delivery of online courses requires faculty to complete a 5-week Online Certification program).
12. Perform administrative duties as needed.
13. Collaborate with colleagues to address teaching, research, and service-related issues.

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

1. Ph.D. in Sociology, with a concentration in Gerontology or M.A. Gerontology required.
2. Training, experience, and interest in Gerontology (Dissertation substantive area **MUST** include topics related to Gerontology).
3. Strong interpersonal, organizational, and oral and written communication skills.
4. Previous successful work experience with culturally diverse populations.
5. Promote diversity and demonstrate leadership skills that foster collegiality and cooperation.

#### **Include:**

Resume

Cover Letter

Unofficial Transcripts (Official Transcripts at time of employment)

Teaching Philosophy

### **Minimum Hiring Standards**

<b>Education</b>	Ph.D. Sociology (Concentration Gerontology) or M.A. Gerontology
<b>Years of Experience Required</b>	At least six (6) years of teaching University-level courses, excluding Teaching Assistantships.
<b>Years of Management/Supervisor Experience</b>	At least two (2) years of service as a Director