



CLARK ATLANTA UNIVERSITY

Job Description

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

*The Public Administration Program Department is a NASPAA Accredited Program

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 incumbent will teach MPA courses in Human Resources Management; Strategic Human Resources Planning; Nonprofit Management and Public Policy. Other duties include research and scholarship within the discipline of Public Administration, online course development and delivery, grant writing, a record of strong student advisement, and service to the University and the community. Preferably, applicant's terminal degree must/should be in the field of Public Administration.

Examples of Duties and Responsibilities:

Teach a full complement of graduate MPA courses as assigned by the Chair;
Serve as academic advisor and Capstone advisor for 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, school of arts and sciences, university and community, through committee involvement, volunteerism, task forces, etc.

Knowledge, Skills and Abilities:

The incumbent shall possess an earned doctorate in Public Administration/Political Science (with a Public Administration concentration/cognate) from a regionally accredited university. Emphasis in Human Resources and non-profit management will be required with a minimum of 18 credit hours for all related courses to be taught. A strong commitment to teaching and evidence of scholarship, university service, and the use of information technology for development and teaching of online courses will be preferred. Substantive knowledge and work experience in the public and/or nonprofit sectors is also desired.

Minimum Hiring Standards:

Education	Ph.D. or equivalent
Years of Experience	Minimum of 3 years of relevant experience in graduate education with the rank of Associate Professor, or at least, 3 years as Assistant Professor.
Years of Management/Supervisor Experience	N/A

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