



Clark Atlanta University

Job Description

Position Title:	Post-Doctoral Associate
Department:	School of Social Work, Campus Climate Grant Project
Reports To:	Dr. Corinne Warrenner, Associate Professor

The following statements are intended to describe the position.

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- Attend project meetings; maintain and disseminate minutes.
 - Assist with development of survey, methods, and implementation
 - Coordinate with and oversee project staff on delegated activities such as literature reviews or other tasks.
 - Attend

Perform other duties as assigned.

Knowledge, Skills and Abilities

- x Effective oral and written skills, strong organizational skills, strong attention to detail
- x Excellent computer skills, and proficiency in Microsoft Office Products
- x Experience with CMS databases such as Banner/Improve, CANVAS, etc.
- x Experience with social media platforms such as Facebook, LinkedIn, Twitter, etc.
- x Research or practical experience in interpersonal violence, violence against women, or other related issues is required.

- x Excellent interpersonal skills with ability to work well with all levels of administration, faculty, staff and students.
- x Discreet handling of all confidential information.
- x Ability to compose correspondence, reports and requests for grant Director.
- x Demonstrate self-motivation with the ability to work with little or no supervision, meet deadlines, prioritize assignments, provide recommendations and effectively communicate updates to others.
- x Should be able to work outside the core office hours as needed.

Minimum Hiring Standards

	PhD in Social Work (required); MSW (required)

Clark Atlanta University is an Equal Opportunity/Affirmative Action