Biology Instructor and Lab Manager

Shorter University Department of Natural Sciences invites applications for Biology Instructor and Lab Manager

Date Available: August 2016.

Qualifications:
- An MS in a biological discipline is required; ABD or PhD preferred.
- Candidates must have a strong desire to teach, mentor, and advise undergraduate biology majors.
- Successful candidates will demonstrate successful experience teaching undergraduate science courses.
- Candidates with a strong background in Life Sciences, Earth Science, and/or Environmental Science will be given priority.
- Teaching upper level biology courses will be based on candidate background and department need.

Responsibilities:
1. Biology Laboratory Management:
   - Perform as liaison between the lecture and lab instructors;
   - Provide consistent coordination among the biology laboratory sections;
   - Work with the lecture faculty to devise a common set of experiments for the labs;
   - Manage lab set-up and break-down and lab course grading;
   - Coordinate the preparation of the class lab manuals;
   - Organize and inventory stockroom resources and manage purchasing and preparation of supplies;
   - Maintain a safe and secure work environment;
   - Coordinate as a point person for issues raised during labs by adjunct lab instructors (employed as required).

2. Teaching:
   - Teach 12 contact hours of lecture and/or lab per semester both in the biology major and in non-major courses;
   - Prepare thorough and equitable terms of teaching in class syllabi for students;
   - Research and prepare lab materials;
   - Present stimulating and informative lab lectures and activities based on current recommended science pedagogy;
   - Prepare, deliver, and grade examinations and review and grade papers in a timely fashion;
   - Explain grades to students and respond to grade questions;
   - Maintain regular required office hours to be available and meet with students.

Additional Functions:
- Perform other related duties as directed by the Department Chairperson.
- Respect and maintain confidentiality, parameters of operation, professional protocols, and individual privacy.

Shorter University Department of Natural Science is committed to creating and supporting an intellectual community devoted to teaching and learning and providing the opportunity for personal and intellectual growth for students, faculty and staff. The University credits much of our growth and success to the hard work and dedication of its employees.

Application deadline: until filled

Apply today at the following link:
https://home.eease.adp.com/recruit/?id=15003371

In addition to the required online application, please send letter of application, unofficial transcripts of all academic work and three current letters of reference to:

Human Resources
Shorter University
315 Shorter Avenue
Rome, Georgia 30165
Or email hrjobs@shorter.edu

Shorter University is a Christ-centered University affiliated with the Georgia Baptist Convention and requires employees to be committed Christians.

Transforming Lives through Christ