Clark Atlanta University
Job Description

Position Title: Adjunct Professor
Department: Biological Sciences
Reports To: Department Chair

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):

The Office of COVID-19 & STEM Education Research is seeking adjunct professor to help Program Manager (PM) to implement a new curriculum for upper level undergraduate students in the Department of Biological Sciences. These positions will begin on August 2022 for one semester. The candidate will demonstrate excellence ability in teaching lectures and mentoring during lab activities for students. The candidate will be responsible for mentoring, coordinating, administrating and providing technical support for the undergraduate students during all laboratory classes. The candidate will also be required to teach 6 lectures focused on molecular biology techniques (ELISA, PCR, qPCR, RT-PCR, DNA/RNA purification, gel electrophoresis etc.). The candidate must have thorough knowledge of molecular biology and/or microbiology and will take responsibility for complex laboratory operations. The newly hired adjuncts will be expected to adhere to Clark Atlanta University policies and procedures.

Applications are required to submitted the application materials including the CV and an official transcript to jobs@cau.edu.

Examples of Duties and Responsibilities:

- Develop the laboratory exercises and maintain the currency of the information and the lab manuals; coordinate the production and delivery of the laboratory manuals, lectures and laboratory exams
- Assist PM in planning/preparing scientific experiments before each lab class and mentor students when performing research activities during lab class
- Teach laboratory sessions as needed; may serve as a backup for giving lectures to faculty
- Monitor student attendance and performance and take detail records during each class (both lecture and lab classes)
- Prepare equipment, materials, reagents and other necessary supplies for each laboratory class and ensure that all these are in place prior to each lab, and clean up after each lab class
- Provide technical and administrative support for the laboratory classes.
- Help PM in designing/collecting assessment evaluation forms after each class
- Set/review/grade laboratory exams, quiz, lab reports, presentations and other class assignments of this course as needed, proctor exams, quizzes, etc.
- Maintain lab inventory and submit order-needed supplies to PM in advance
- Candidate will be responsible for providing weekly feedback regarding classroom and laboratory materials and teaching methodologies
- Maintain weekly student attendance logs

### Knowledge, Skills and Abilities:

- Excellent interpersonal skills (written, verbal, and active listening), communicates clearly, professionally, and effectively with students
- Can monitor students’ performances during each class and prepare reports after each class
- History of experience working in biological scientific research projects, having a molecular biology and/or microbiology research background is required
- Must have outstanding experience and accomplishments in teaching
- Knowledgeable of the specialized teaching techniques for effective laboratory instruction in biological sciences
- Ability to supervise undergraduate students/researchers
- Ability to work effectively and can organize records and manage electronic data

### Minimum Hiring Standards:

<table>
<thead>
<tr>
<th>Education</th>
<th>Ph.D., MD, or Ph.D./MD. candidate (over 3 years) within Molecular Biology and/or Microbiology fields. Outstanding master’s degree within above fields will also be considered.</th>
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<tbody>
<tr>
<td>Years of Experience Required</td>
<td>at least 3 years of experience in managing undergraduate laboratories</td>
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<tr>
<td>Years of Management/Supervisor Experience</td>
<td>none</td>
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