



## CLARK ATLANTA UNIVERSITY

### Job Description

<b>Position Title:</b>	Instructor
<b>Department:</b>	Biological Sciences
<b>Reports To:</b>	Department Chair

*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 Department of Biological Sciences at Clark Atlanta University invites applications for a 9-month non-tenure-track Instructor's position beginning August 2024. The University seeks a qualified individual with experience in teaching, biological sciences and other related courses at the college level. The successful candidate will teach general biology, cell biology, research in biology and other related courses as assigned. The instructor is responsible for the coordination, administration and technical support of the undergraduate research courses and common laboratories. The instructor is an integral component in the Department's goal to provide excellence in teaching and research to undergraduate students. The candidate must have a thorough knowledge of and responsibility for complex laboratory operation. Understanding of organizational policies and procedures must be demonstrated by regular relating of information regarding department/University policies. This position reports to the Chair of the Department of Biological Sciences.

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

- Prepare course syllabi and related materials.
- Effectively deliver subject matter content.
- Monitor student attendance and programs.
- Participate on departmental committees.
- Participate in the selection of text books.
- Perform assessment of student learning outcomes.
- Prepare grade reports and end of semester documents
- Take part in other service and professional development activities.
- Develop and implement policies, procedures, and standards for lab operations to ensure the efficiency, effectiveness, and quality control of the laboratory and compliance with federal, state, and university regulations and standards.
- Jointly with research advisors and Department Chair, develops laboratory policy and procedures for Research in Biology Courses.
- Assists faculty with designing experiments.
- Prepare equipment, materials, reagents and other necessary supplies for the Research in Biology laboratories daily and ensure that all these are in place prior to each lab.
- Monitors student lab sessions while in progress
- Participate in ongoing meetings with the research advisors prior to the laboratory.
- Maintains lab equipment; Provides support and assistance related to facilities and equipment issues and repairs.
- Maintains lab inventory and orders supplies
- Provides technical support for the departments outreach activities
- Develops and/or conducts safety training workshops for students

***Knowledge, Skills and Abilities:***

- Must possess strong oral and written communication skills
- Must be able to work in a diverse environment
- Must have strong interpersonal, motivational and management skills;
- Must have outstanding experience and accomplishments in teaching
- Expected to adhere to University policy and procedures
- Knowledgeable of the specialized teaching techniques for effective laboratory instruction in biological sciences
- Ability to supervise teaching assistants and undergraduate researchers

***Minimum Hiring Standards:***

<b>Education</b>	PhD within Biological Sciences or related field
<b>Years of Experience</b>	At least 2 years teaching at the college level
<b>Years of Management/Supervisor</b>	None required

*Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer*