The DEPARTMENT OF BIOLOGY AT THE UNIVERSITY OF CALIFORNIA, RIVERSIDE invites applications for a career-level Academic Coordinator position in Biology. Responsibilities include identifying and selecting teaching assistants for biology laboratory courses; directing instruction and training of teaching assistants; annual strategic planning related to teaching projections, classroom scheduling, and equipment budgets; managing day-to-day administration of biology laboratory courses, websites, and databases; implementing and evaluating innovative changes to laboratory course content, instructional technology, or related instructional development with biology faculty; writing grant applications to support curriculum development efforts; regularly engaging in scholarly efforts benefitting the teaching and learning community at UCR; and actively participating in departmental and university service activities.

Administration of teaching laboratories includes working with laboratory prep staff to acquire, prepare, and distribute supplies for course experiments, organizing instructional materials for courses, supervising student work in the laboratory setting, regularly meeting with and overseeing teaching assistants, and maintaining regular office hours.

Required:
Ph.D. in the Biological sciences and professional background of academic training and experience.

Demonstrated experience in undergraduate teaching at the university level and experience with laboratory instruction in the biological sciences. Demonstrated ability to develop, evaluate, and improve instructional materials and experimental protocols, establish procedures and methods that accommodate laboratory experiment needs, and to work effectively with faculty to develop cutting-edge, research-based, undergraduate laboratory courses. Demonstrated ability to conduct experiments, make in-progress modifications of procedures, evaluate and interpret data, including experience in formal assessment of learning outcomes. Ability to use Microsoft Office programs.

Strongly Preferred: Demonstrated teaching experience in courses with topics that include cellular and molecular biology, physiology, animal and plant diversity, ecology and evolution. Demonstrated knowledge and experience in implementing active learning strategies in laboratory courses. Demonstrated knowledge of discipline-based education research. Demonstrated ability to work productively and collaboratively in a diverse community of coworkers and students.

Salary will be commensurate with education and experience. A curriculum vitae, statement of teaching experience, statement of research, statement of contributions to diversity, and 3 to 5 confidential letters of recommendation should be submitted through https://aprecruit.ucr.edu/apply/JPF00608. Review of applications will begin on September 2, 2016.

The University of California is an Equal Opportunity / Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other characteristic protected by law.

UCR is a world-class research university with an exceptionally diverse undergraduate student body. Its mission is explicitly linked to providing routes to educational success for underrepresented and first-generation college students. A commitment to this mission is a preferred qualification.