



Coordinator of Undergraduate Science Labs

Wesleyan College invites applications for a full time Coordinator of Undergraduate Science Labs to start July 1, 2021. Job responsibilities include teaching two undergraduate biology courses per year, purchasing supplies and equipment, preparing for and setting up instructional laboratory exercises, coordinating student workers, and tracking chemical inventory.

Minimum qualifications include an MS or MA degree in biology and a strong commitment to undergraduate instruction of diverse learners; outstanding organizational skills, an ability to multi-task and excellent interpersonal communication abilities are also required for this position. The successful candidate will have previous experience teaching in an undergraduate setting; experience with instruction via online learning is a plus. This individual should also be proficient with basic scientific laboratory techniques and equipment; competency with Microsoft Office programs, specifically Excel and Word, is required. The successful candidate will have demonstrable commitment to fostering a diverse and collaborative working and learning environment.

Review of applications will begin immediately and will continue until the position is filled. Incomplete applications will not be considered.

Interested applicants should submit a Cover Letter describing relevant skills and teaching experience, a Resume/Curriculum Vitae, a Statement of how you have supported diversity in a teaching or work environment and Contact Information for three references to Dr. Holly Boettger-Tong, Chair of the Search Committee. All candidates will be asked to send official transcripts upon the invitation to interview.

All materials, with the heading **Lab Coordinator Application**, should be emailed to: hboettger-tong@wesleyancollege.edu Please note that incomplete applications will not be considered.

Wesleyan College is an Equal Opportunity Employer. The College supports equal employment opportunities for all persons without regard to race, color, creed, ethnicity, sexual orientation, religion, gender, national origin, status as a war veteran, age, disability, or any other status protected by law. Wesleyan College invites diverse applicants to consider our employment opportunities and applicants who would enrich the diversity of the campus are strongly encouraged to apply.

Wesleyan College is a certified drug-free workplace employer. All applicants being considered for employment are required to submit to substance screening as a condition of employment.

Hiring is contingent upon eligibility to work in the United States; individuals will be required to provide proof of identity and eligibility for employment in the United States upon acceptance of an employment offer. In addition, employment is contingent upon successfully passing a criminal background check.