

Description:

27-Mar-2024

Curriculum and Pedagogy Manager

Faculty of Arts and Sciences

64460BR

Position Description

Curriculum and Pedagogy Manager (CPM) for Organic Chemistry courses plays an essential role supporting the Organic Chemistry courses (Chem 17, 20, 27, and 30) offered by the Department of Chemistry and Chemical Biology (CCB), some of which are large and logistically complex courses. The position works closely with the faculty course heads to develop and deliver innovative curricula and course materials, and to organize and manage a team of graduate and undergraduate teaching staff. The Curriculum and Course Manager will report to CCB's Director of Undergraduate Studies and Director of Instructional Laboratory Programs, and work collegially with the rest of the undergraduate teaching staff.

Curriculum Development:

- Works with the Course Head Instructor(s) to revise course syllabus, course schedule, learning objectives, and reading assignments;
- Works with Director of Laboratory Instructional Programs to update labs and optimize experiments;
- Creates/updates section materials to be used by Teaching Staff;
- Experiments with and implements new pedagogical approaches

Assessment, Assignments, Problem Sets:

- Works with the Course Head Instructor(s) to develop students assessments including in-class assignments, problem sets, midterms, and final exams;
- Creates practice exams;
- Creates answer keys and grading rubrics

Course Management and Coordination:

- Supervises the Head Administration TF in the work to create, manage and update course Canvas site: posts syllabus, assignments, assessments, other course materials;
- Supervises the Head Lab TF in the work to coordinate Lab component with Teaching Lab Staff: requests necessary lab materials, organizes lab run-throughs with teaching staff, provides hands-on help whenever needed;
- Answers student and teaching staff emails.

Teaching Staff hiring, Training and Management:

- Updates position descriptions, solicits applications, and interviews candidates for Teaching Assistants (TAs), Teaching Fellows (TFs), Course Assistants (CAs), and Peer Study Leaders;
- Runs training sessions for TAs/TFs, CAs and Peer Study Leaders; coordinates with BOK Center for any additional teaching training and feedback;
- Together with Head Teaching Staff, schedules, plans, and runs weekly staff meetings;
- Addresses and resolves teaching staff concerns/conflicts/performance issues.

Student Support:

- Hosts weekly office hours;
- Meets with students 1:1;
- Organizes and provides extra help to struggling students;
- Supervises the Head Administration TF in the work to coordinate the accommodation requests from the Disability Access Office.

Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 5 years' relevant work experience

Additional Qualifications and Skills

Superior organizational, written, and interpersonal communication skills. A strong doctoral record in organic chemistry or chemical biology is preferred. Experience teaching/mentoring undergraduate students in a laboratory setting is also strongly preferred.

Physical Requirements

- Sitting using near vision use for reading and computer use for extended periods of time

- Lifting (approximately 20 to 30 pounds), bending, and other physical exertion

Working Conditions

- Work is performed in an office setting

Additional Information

Classroom Teaching:

- Creates and delivers occasional class lectures as a guest lecturer. Will also have the opportunity to instruct in the teaching practicum for first year graduate students.

Professional Development:

- Opportunity to attend conferences focused on education and pedagogy.

Other Notes:

- This is a one-year term position, renewable on a yearly basis contingent upon performance and curricular need.

Work Format Details

This position is based primarily on-campus, in Massachusetts. This may include in-person during emergency situations (if applicable). Additional details will be discussed during the interview process. Certain visa types may limit work location. Individuals must meet work location sponsorship requirements prior to employment.

Benefits

We invite you to visit Harvard's Total Rewards website (<https://hr.harvard.edu/totalrewards>) to learn more about our outstanding benefits package, which may include:

- Paid Time Off: 3-4 weeks of accrued vacation time per year (3 weeks for support staff and 4 weeks for administrative/professional staff), 12 accrued sick days per year, 12.5 holidays plus a Winter Recess in December/January, 3 personal days per year (prorated based on date of hire), and up to 12 weeks of paid leave for new parents who are primary care givers.
- Health and Welfare: Comprehensive medical, dental, and vision benefits, disability and life insurance programs, along with voluntary benefits. Most coverage begins as of your start date.
- Work/Life and Wellness: Child and elder/adult care resources including on campus childcare centers, Employee Assistance Program, and wellness programs related to stress management, nutrition, meditation, and more.

- Retirement: University-funded retirement plan with contributions from 5% to 15% of eligible compensation, based on age and earnings with full vesting after 3 years of service.
- Tuition Assistance Program: Competitive program including \$40 per class at the Harvard Extension School and reduced tuition through other participating Harvard graduate schools.
- Tuition Reimbursement: Program that provides 75% to 90% reimbursement up to \$5,250 per calendar year for eligible courses taken at other accredited institutions.
- Professional Development: Programs and classes at little or no cost, including through the Harvard Center for Workplace Development and LinkedIn Learning.
- Commuting and Transportation: Various commuter options handled through the Parking Office, including discounted parking, half-priced public transportation passes and pre-tax transit passes, biking benefits, and more.
- Harvard Facilities Access, Discounts and Perks: Access to Harvard athletic and fitness facilities, libraries, campus events, credit union, and more, as well as discounts to various types of services (legal, financial, etc.) and cultural and leisure activities throughout metro-Boston.

Job Function

Faculty & Student Services

Department Office Location

USA - MA - Cambridge

Job Code

S0557P FSS Academic Affairs Oficr III

Work Format

On-Site

Sub-Unit

Sciences

[Salary Grade](#)

057

Department

Chemistry & Chemical Biology

Union

00 - Non Union, Exempt or Temporary

Time Status

Full-time

Pre-Employment Screening

Education, Identity

Commitment to Equity, Diversity, Inclusion, and Belonging

Harvard University views equity, diversity, inclusion, and belonging as the pathway to achieving inclusive excellence and fostering a campus culture where everyone can thrive. We strive to create a community that draws upon the widest possible pool of talent to unify excellence and diversity while fully embracing individuals from varied backgrounds, cultures, races, identities, life experiences, perspectives, beliefs, and values.

EEO Statement

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

LinkedIn Recruiter Tag (for internal use only)

#LI-KO1

Apply Here: <https://www.click2apply.net/zW57m4FdQYgXWH4ZaCAx4D>

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