

Laboratory Educator – Chemistry and Biochemistry Department

Spelman College

Atlanta, GA

Job Summary

Note: This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required or assigned to an employee in this position.

The Laboratory Educator will collaborate with faculty in developing and implementing laboratory components of Chemistry courses. They will also have primary responsibility for teaching the laboratory sections in general chemistry and/or organic chemistry, maintaining and equipping the labs (laboratory prep work). The Laboratory Educator will work in coordination with the Laboratory/Instrument Coordinator and will serve the students and the department by providing consistent and dedicated staffing for the teaching labs, which are integral to the curricular goals of the department.

The anticipated start date for this position is no later than January 25, 2021.

Essential Duties and Responsibilities

During the academic year the Lab Educator will:

- Assist faculty in registering students and getting them assigned to correct lab sections;
- Teach 3-4 lab sections/week. The labs range from three-four hours each. The contact time in the labs will be balanced against other responsibilities. Lab instruction is online, face-to-face or hybrid instruction;
- Grade student assignments, maintain a gradebook, and maintain laboratory activities in our learning management system;
- Meet regularly with the lecture faculty to coordinate course activities;
- Set-up and prep General Chemistry and/or Organic Chemistry Teaching labs;
- Supervise student workers (TAs) who set-up and help prep the labs;
- Specify and ensure all materials, supplies, and equipment necessary for running the labs are available, and place orders via Spel-shop;
- Maintain purchasing records, warranties, and operating instructions for lab materials;
- Track lab expenditures and provide regular budget reports and projections to the Department Chair;
- Participate in departmental faculty/staff meetings, attend seminars, and engage in professional development;

- Serve as a primary or secondary contact for issues of lab safety, maintenance contracts, and deliveries (in coordination with Laboratory/Instrument Coordinator);
- Stay aware of current issues and developments in laboratory education and serve as a resource to the department on these topics;
- Serve as a primary contact between STS regarding computer use and requirements for teaching laboratories;
- Assess and make recommendations regarding the technology needs of the department related to the laboratory experience and to improve efficient and effective technology integration into the laboratory experience.

During the summer the Laboratory Educator will:

- Develop and test new lab activities in collaboration with faculty;
- Inventory, repair, and upgrade laboratory equipment and computers in preparation for the coming academic year (in coordination with Laboratory/Instrument Coordinator);
- Restock supplies and chemicals and dispose of outdated materials;
- Assist faculty with our summer high school CHEM*RXNS program (ACS Project SEED);
- Teach 1-2 online laboratory courses in general or organic chemistry.

NOTE: This position has the indirect accountability of the Operating Budget of \$50,000 and the Payroll Budget of \$10,000.

Required Qualifications

A Master's degree in Chemistry or related field is the minimum education level required.

Incumbent must have excellent interpersonal, organizational skills; and the ability to handle situations with diplomacy.

The candidate/incumbent must have knowledge of chemical solutions preparation, storage and chemical waste management. Additionally, must be able to work under time constraints and work with a diverse population.

Good oral and written communication skills are required when interacting with faculty and work-study students. The duties of this position require excellent writing skills with the ability to prepare lab materials, business correspondence, and reports. The incumbent must have the ability to effectively present information in groups and one-on-one. Also, the incumbent must be able to respond to questions and complaints from students, parents, faculty, and staff. This position requires the ability to read, analyze, and interpret common scientific and technical journals, and the ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

The work of this position requires intermediate skills using Microsoft Office Suite (Word, Excel, Power Point). Incumbent may be required to process basic letters, memos, e-mails, and formal business

correspondence; handle such things as mail merges, flyers, spreadsheets containing formulas, creating forms, creating brochures, tables, and newsletters.

Preferred Qualifications

A Ph.D. in Chemistry or related field with prior teaching experience is preferred.

Experience teaching laboratories, supervising students, teaching assistants and working with clickers and iPads in education are a plus.

Knowledge of chemical drawing software is a plus.

Physical Demands

While performing the duties of this job, the employee is regularly required to: use hands to handle and operate lab equipment, computer, and office equipment, reach with hands and arms, talk, and hear. The employee is frequently required to: stand, walk, sit, and lift and/or move up to 25 pounds. The employee is occasionally required to: climb or balance, stoop or kneel or crouch, and smell. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Special Instructions to Applicants

Required Documents

1. Cover Letter of Interest
2. Curriculum Vitae
3. Teaching Philosophy
4. The names, email addresses, and telephone numbers of at least two (2) professional references.

We offer a competitive salary and excellent benefits package. Qualified applicants should apply via the Spelman College link at <https://spelman.peopleadmin.com/postings/3338>