

Academic Coordinator

University of California, Riverside

The Department of Evolution, Ecology and Organismal 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 courses with a laboratory and/or discussion section; 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

The current base pay range for this position is \$78,342 - \$152,604. Salary will be commensurate with education and experience.

Required qualifications for this position that must be met by the date of application include: A Ph.D. in the Biological Sciences and professional background of academic training and experience.

Preferred qualifications for this position include: 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 qualifications for this position include: 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.

To apply: applicants should submit the following items to <https://aprecruit.ucr.edu/apply/JPF01852>.

- Curriculum Vitae
- Cover Letter (1-page maximum)
- Statement of Research (2-page maximum)
- Statement of Teaching Experience (2-page maximum)
- Statement of Past and/or Planned Future Contributions to Advancing Diversity and Inclusive Excellence (2-page maximum) – The University of California is committed to excellence and equity in every facet of its mission. Applicants should summarize their past and planned contributions in relevant areas of faculty achievement that promote equal opportunity and diversity. These contributions to diversity and equal opportunity can take a variety of forms including specific actions and efforts to advance equitable access to education, public service that addresses the needs of diverse populations, research in a scholar's area of expertise that highlights inequalities, or mentoring and advising of students and faculty members, particularly from underrepresented and underserved populations.
- Contact information for a minimum of 3 letters of reference

Review of applications will commence on January 1, 2024, and proceed until position is filled. For full consideration, applicants should submit their complete applications prior to the above date.

For more information about this position, please contact Dr. Chris Clark, Chair of the Search Committee, Department of Evolution, Ecology & Organismal Biology, at chris.clark@ucr.edu. For questions on application procedures and requirements, please contact Mrs. Kendall Dunmore-Balderrama, Academic Personnel, at kendall.dunmore@ucr.edu.

Advancement through the Academic Coordinator ranks at the University of California is through a series of structured, merit-based evaluations, occurring every 2 years, each of which includes substantial peer input.

The University of California, Riverside is a world-class research university with an exceptionally diverse undergraduate student body. UCR is a member institution of the American Association of Universities (AAU) as well as the Alliance of Hispanic Serving Research Universities (HRSU). 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.

The University of California is an Equal Opportunity/Affirmative Action Employer. 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.

University of California COVID-19 Vaccination Program Policy: As a University employee, you will be required to comply with all applicable University policies and/or collective bargaining agreements, as may be amended from time to time. Federal, state, or local government directives may impose additional requirements.

