The ‘Laboratory Instructor and Program Coordinator’ position will provide teaching support in 3 undergraduate labs and program-level coordination for the undergraduate major in Neuroscience (BScH NEUR).

The Neuroscience major is an interdisciplinary 4 yr B.Sc. program offered jointly by the Departments of Molecular and Cellular Biology, Human Health and Nutritional Sciences, Biomedical Sciences and Psychology. As there are multiple departments and colleges responsible for this major, this position is key in coordinating and facilitating activities across the various stakeholders to ensure the best experience for the students. The activities associated with this position will include coordination of 1) the neuroscience techniques laboratory, 2) neuroscience research and topics courses, 3) communication on cross-college initiatives and activities, and 4) internal/external outreach.

Reporting to the Chair, Department of Molecular and Cellular Biology, the incumbent will be accountable for a variety of duties and responsibilities related to developing and supporting laboratories in the human genetics (MBG*3050), genetics and molecular biology of development (MBG*4040) and neuroscience techniques (NEUR*3500) courses. This will include but is not limited to: the efficient organization of assigned labs; ordering and preparing equipment and resources for the lab; the organization of assigned GTAs and their responsibilities; assisting with course grading and recording marks; maintaining the course web site; and responding to student questions. Additionally, this course includes a lab where the incumbent would be required to dissect brains from multiple species, being comfortable enough to teach the TAs and students is required.

For the neuroscience research and topics courses, the incumbent will be responsible for: helping students connect with suitable researchers and the diverse range of research courses (literature review, lab-based research) available; assisting with the coordination of the ‘Neuroscience’ research courses and implementing and grading selected assignments within these courses; communicating and coordinating various neuroscience initiatives, such as information nights, special events such as research days; and maintaining a neuroscience website.

The incumbent will also coordinate internal and external outreach activities including advising neuroscience students. In order to provide up-to-date, consistent information and to continue to add value to the program as a whole, this position will engage on a regular basis with students to advise on courses, on-going research within the relevant departments and career opportunities. The incumbent will coordinate and participate in new student recruitment events and will support a number of outreach activities related to current students, for example The Guelph Brain Bee and Neuroscience Day. The incumbent will also be responsible for updating and maintaining the neuroscience program website on a regular basis.

Requirements of the position include:

- A Master’s Degree in neuroscience or a related field of study plus some related experience
A thorough knowledge and understanding of neurobiology, brain anatomy and genetics
Experience in teaching or research related to neuroscience and developmental biology will be an asset

The ideal candidate will have:

- Excellent customer service and interpersonal skills and a high level of emotional intelligence
- Previous experience working with and advising diverse populations
- Proven problem-solving abilities and an effective independent learner
- Ability to engage fully, and interact respectfully and with integrity with team members to achieve central goals or tasks
- Ability to work independently and within a teaching team.
- Strong time-management and organizational skills
- Knowledge of and experience with health and safety policy and practice, WHMIS training and first aid training
- Experience with a Learning Management System is preferred
- Experience with a wide range of neuroscience including molecular neuroscience, neurophysiology and behavioural neuroscience

Covering Position Number 144-090
Classification USW, Local 4120 Salary Band 7*
Normal Hiring Range $29.20 - $32.59 per hour

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2019 09 18
Closing Date: 2019 09 25

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/laboratory-instructor-and-neuroscience-program-coordinator

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply