Undergraduate Teaching Coordinator

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Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

Undergraduate Teaching Coordinator

Department of Molecular and Cellular Biology, College of Biological Science

Temporary full-time from October 2019 to December 2020
Temporary absence of the regular incumbent

Hiring #: 2019-0543

Please read the Application Instructions [1] before applying

Reporting to the Chair, Department of Molecular and Cellular Biology, the incumbent will be accountable for a variety of duties and responsibilities associated with efficient organization and presentation of assigned student labs in undergraduate courses in the area of Molecular and Cellular Biology. Responsibilities include supervision, scheduling and training of GTAs; responding to student questions; grading assignments, lab reports and examinations; monitoring GTA grading to ensure consistency; set up and maintaining the course website and affiliated online resources for online assessments; scheduling and coordinating exams, contributing questions on lab elements for exams and student assignments; scheduling invigilators for courses; providing internet (D2L) resources to students in consultation with the course instructor; and participation in departmental outreach. The incumbent will also be involved in scheduling lab exercises; preparation and presentation of labs; and preparation of equipment and resources for the labs.

Requirements of the position include:

- A Masters degree with a specialization in Molecular and Cellular Biology (or a relevant discipline) plus 18 months of experience providing instruction and course coordination at the university level, or an equivalent combination of education and experience.
- Relevant experience and/or knowledge of key concepts in biochemistry and enzymology
- Experience in developing and delivering courses materials including labs and designing and completing student assessments
- 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. Capable of working 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

Covering Position Number 144-075
Classification USW, Local 4120 Salary Band 7
Normal Hiring Range $29.20 - $32.59 per hour

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
Undergraduate Teaching Coordinator
Published on Human Resources (https://www.uoguelph.ca/hr)

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