Undergraduate Teaching Coordinator

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Undergraduate Teaching Coordinator

Department of Molecular and Cellular Biology

Hiring #: 2021-0616

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 seminars 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 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 seminar 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 seminar exercises; preparation and presentation of seminar lectures; and preparation of equipment and resources for the seminars.

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 molecular and cell biology and genetics
- Experience in developing and delivering courses materials and designing and completing student assessments, including experience in online delivery
- Experience and/or knowledge in order to thoroughly understand and explain the scientific methods and principles covered in student seminars and lab exercises, and successfully troubleshoot experimental techniques
- Knowledge of a wide range of laboratory equipment is essential
- 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

This appointment is regularly performed on-campus but will be initially fulfilled remotely (off-campus) until the University resumes its regular operations.

Position Number         144-057
Classification               USW, Local 4120 Salary Band 7
Salary Range              $30.08 Minimum
$33.58 Normal Hiring Limit
Undergraduate Teaching Coordinator
Published on Human Resources (https://www.uoguelph.ca/hr)

$40.65 Job Rate

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: 2021 11 22
Closing Date: 2021 11 29

Page category: Current Opportunity [3]

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[3] https://www.uoguelph.ca/hr/page-category/current-opportunity