

Richmond Community College

Job Description

Position Title: Biology Lab Instructor/Lab Coordinator

General Description: An Instructor, under the authority and direction of the Vice President for Instruction, and in cooperation with the Department and Division Chairpersons, is responsible for providing effective instruction in the assigned curriculum area. This position consists of three quarters laboratory instruction load, and twenty hours per week laboratory duties.

Duties and Responsibilities of the Position:

1. Teaches students effectively in assigned Biology labs.
2. Meets classes as scheduled.
3. Provides students access through posted office hours.
4. Distributes course syllabi and college policy information in a timely manner.
5. Provides clearly organized and understandable instruction.
6. Provides adequate and timely feedback and evaluation of assignments.
7. Maintains a positive attitude in interactions with students and shows a genuine concern for student learning.
8. Performs lab setup/takedown of Biology labs as needed.
9. Performs routine maintenance of laboratory equipment.
10. Holds regular meetings with biology faculty to determine needs and plan labs in advance.
11. Coordinates with Purchasing Department and independent service contractors as needed.
12. Orders and maintains inventory of lab supplies and chemicals for science program.
13. Provides support for lab activities at satellite locations.
14. Fulfills obligations in student recruiting, advising orientation, and registration.
15. Assists in the continual evaluation and enhancement of curricula through the planning process and departmental meetings.
16. Provides the curriculum office with updated Instructor's course requirements that reflect expected student learning outcomes.
17. Submits accurate and complete records and reports in a timely manner in order to provide assessment data for institutional improvement.
18. Attends and participates in faculty, advisory, and assigned committee meetings designated to improve curriculum programs.
19. Oversees the promotion of safe classroom and lab environments for the biology program in a manner consistent with OSHA standards.
20. Participates in professional development, including back-to-industry, conference, and workshop activities that lead to professional and institutional advancement.

Position Qualifications:

Knowledge, Skills, and Abilities:

Understanding of and commitment to the unique nature and role of the institution. Strong oral and written communication skills; ability to work independently with minimal supervision and willing to accept day and/or evening teaching assignments as needed by the institution.

Minimum Education and Experience:

B.S. in Biology or related field, M.S. with 18 graduate hours of biology preferred. Teaching and laboratory experience preferred.