



Preceptor

Bookmark this Posting (/bookmarks?posting_id=9651)

Print Preview (/postings/9651/print_preview)

Apply for this Job (/postings/9651/pre_apply)

Position

Title

Preceptor

School

Faculty of Arts and Sciences

Department/Area

Stem Cell and Regenerative Biology

Position Description

The Harvard Department of Stem Cell and Regenerative Biology (HSCRB) is the first and only cross-school academic department in both the Harvard Faculty of Arts and Sciences and Harvard Medical School. As a result, the educational mission spans undergraduate, graduate, and medical communities on both the Cambridge and Longwood campuses, as well as the Harvard-affiliated hospitals. Recently with the approval of a new joint degree program in Biotechnology: Life Sciences with Harvard Business School, HSCRB will welcome business school students to its community. Pedagogically, the curriculum emphasizes hands-on laboratory experience and inquiry-based learning.

Duties and Responsibilities:

Works as a preceptor for a new laboratory course as part of a joint degree program with the Harvard Business School in Biotechnology: Life Sciences, holding primary responsibility for SCRB 300 (Lab Essentials). Assists with other new courses in the MS/MBA curriculum as needed. Reports to the Associate Director of Education in HSCRB, in close collaboration with the faculty co-chairs of the MS/MBA Program in Biotechnology: Life Sciences. This position is for one year, with reappointment possible on a yearly basis for up to eight years (within the eligibility guidelines of the FAS), contingent on performance, curricular need, position availability, and divisional dean authorization.

Course responsibilities include:

- Works with faculty to prepare, where applicable, lecture materials, teaching resources, assignments, and examination questions. Designs and supervises discussion sections. Prepares and holds review lectures. Supervises in-class examinations and administrative recordkeeping.
- Helps to develop, teach, and oversee the laboratory components. This includes ordering reagents, assisting with laboratory setup and animal husbandry where appropriate, generating any necessary cell lines, and overseeing regulatory compliance. Acts as primary liaison between instructional staff and laboratory support group.
- Writes cases rooted in the life sciences that can be used for other courses in the new MS/MBA curriculum.

Additional duties include:

- Hires, trains, and supervises teaching fellows; runs weekly teaching fellow meetings.
- Supervises course website content.
- Holds office hours for student questions and faculty consultation.
- Other duties as necessary.

Basic Qualifications

Bachelor's degree in developmental biology or a related field awarded or expected, with experience teaching undergraduate or graduate students in science.

Additional Qualifications

Ph.D. preferred. Excellent organizational, written and interpersonal communication skills are key. Ability to lead and train teaching fellows and to manage relationships with large numbers of students. Strong initiative essential. Experience in designing problem sets, exams, and laboratory exercises strongly preferred.

Special Instructions

Applications will be reviewed from March 30, 2020, until the position is filled.

1. Cover letter, including a description of teaching experience and philosophy and comments on any efforts to encourage diversity, inclusion, and belonging.
2. Curriculum Vitae
3. Names and contact information of three to five referees, who will be asked by a system-generated email to upload a letter of recommendation once the candidate's application has been submitted. Three letters of recommendation are required, and the application is considered complete only when at least three letters have been received.

Contact Information

Danielle Oliver
Program Manager, Academic and Faculty Affairs
Department of Stem Cell and Regenerative Biology
Harvard University

Contact Email

danielle_oliver@harvard.edu

Equal Opportunity Employer

Harvard University is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

Minimum Number of References Required

3

Maximum Number of References Allowed

5

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. How did you hear about this position?
(Open Ended Question)

Applicant Documents

Required Documents

1. Curriculum Vitae
2. Cover Letter

Optional Documents

1. Statement of Teaching Philosophy
2. Course Evaluation
3. Other

Trademark Notice (<https://trademark.harvard.edu/pages/trademark-notice>) | Harvard University (<https://www.harvard.edu/>)
Copyright © 2015 The President & Fellows of Harvard College



(<https://www.facebook.com/Harvard/>)



(<https://twitter.com/harvard>)



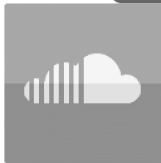
(<https://www.linkedin.com/school/1646/>)



(<https://www.instagram.com/harvard/>)



(<https://www.youtube.com/harvard>)



(<https://soundcloud.com/harvard>)



(<https://plus.google.com/+harvard>)



(<http://www.harvard.edu/itunes>)