

## JOB DESCRIPTION

### ADJUNCT BIOLOGY LAB INSTRUCTOR

JOB DETAILS			
Position Title:	Adjunct Biology Lab Instructor	Grade	
Department/Division:	Sciences and Liberal Arts		
Reports to:	Department Chair		
Supervises:	None		
Last Updated on:	June 2, 2022		

#### **Job Purpose**

RIT Dubai is currently seeking applications from exceptional candidates for a part-time biology laboratory instructor position starting in the Fall semester of 2022 (August 2022). RIT Dubai is looking for a highly qualified, motivated and enthusiastic individual. The successful candidate is expected to instruct undergraduate laboratory courses in the broad area of science in coordination with the faculty member assigned to the lecture.

#### **Responsibilities**

- Conduct laboratory sessions.
- Prepare pre-laboratory presentations.
- Design, administer and grade laboratory tests, assignments and lab reports.
- Assist students with various aspects of course work.
- Prepare and perform experiments.
- Track completion of work assignments and all experiments performed.
- Keep a record of all experiments performed, grades and attendance.
- Report orders for supplies and equipment, while tracking inventory for faculty.
- Ensure compliance with the university's safety regulations and respond immediately to any violations, potentially hazardous situations or dangerous behaviour.
- Liaise with biology faculty regarding laboratory preparations.
- Coordinate with biology faculty to ensure that both components (lecture & lab) are in sync.
- Lead and mentor students in any university activities related to biology labs.
- Perform other tasks assigned by the head of department.

#### **Required Qualifications:**

- Master's degree in biology, biotechnology, or other closely related disciplines from an accredited university.
- Previous laboratory teaching experience.
- Ability to teach a wide range of laboratory courses in biology at the undergraduate foundational level including:
  - BIOL103 – General Biology I Lab
  - BIOL104 – General Biology II Lab
  - BIOG140 – Cell and Molecular Biology for Engineers Lab I

- BIOG240 – Cell and Molecular Biology for Engineers Lab II
- Excellent (spoken, written, and reading) communication skills.

### **APPLICATION PROCEDURE:**

Please email your application to [careersdubai@rit.edu](mailto:careersdubai@rit.edu) and include the following items in your application:

- Subject line must include the source, your name and position you are applying for;  
(Mr. John Smith – Adjunct Biology Lab Instructor)
- Cover letter detailing your technical/professional, teaching, and scholarship qualifications and achievements
- Resume or curriculum vitae
- Contact information

Applications review will begin immediately and continue until a candidate is selected. Only shortlisted candidates will be contacted. For more information please visit RIT Dubai website at [www.dubai.rit.edu](http://www.dubai.rit.edu).