

## **Position Announcement for** **Part-Time Science Laboratory Instructor**

**Geneva College** invites applications for a part-time Science Laboratory Instructor. This position will remain open, until filled.

### **Job Summary:**

This is a part-time instructor position to teach one laboratory section in the Fall 2008 semester of Introduction to Natural Science, a core science class for non-science majors. This course has multiple laboratory sections, so that the content and grading structure of the laboratory are pre-determined by the rest of the instructional team. Communication and coordination with that team are essential. This position reports to the chair of the Chemistry Department. Depending on future department needs and satisfactory performance, this position could continue in future semesters.



### **The primary responsibilities and must have knowledge of include:**

- ❖ Become familiar with the laboratory content beforehand.
- ❖ Conduct a pre-lab recitation on the experiment.
- ❖ Oversee student work lab.
- ❖ Explain and require safe practices during experiments.
- ❖ Answer questions and assist with calculations.
- ❖ Actively circulate and teach individual students as needed.
- ❖ Troubleshoot simple matters with the laboratory equipment.
- ❖ Assist the instructional team with set-up and clean-up of experiment.
- ❖ Grade student lab reports and quizzes accurately and impartially.
- ❖ Keep up-to-date records of all student grades.
- ❖ Communicate with the course lecture instructor on individual student problems.

### **Personal Qualities - *Christian Commitment***

The successful candidate will be a thoughtful and articulate Christian and an active member of an evangelical church. Preference will be given to the candidates who support and have an articulate understanding of the Reformed faith. The individual must understand and support the College's Foundations for Christian Education by expressing an evangelical Christian profession of faith and demonstrate the ability to integrate a Christian perspective in their work.

### **Education and Experience:**

- ❖ Minimum of Bachelors Degree in a field of science required, plus demonstrated competence in teaching of science.
- ❖ Graduate Degree in a field of science, preferred.

### **Skills/Knowledge/Abilities (SKA) Required:**

- ❖ Knowledge of mathematics beyond algebra.
- ❖ Knowledge of physics, chemistry, nutrition, and ecology at a basic level.
- ❖ Ability to teach and explain concepts in science clearly.
- ❖ Organizational ability to run a laboratory classroom setting.
- ❖ Maintain effective communication with other laboratory instructors and lecture instructor.

### **Application/Inquiry Process:**

Application materials should include:

1. A cover letter which addresses the candidate's interest in this position and the specific qualifications and reasons for interest in the position.
2. A resume.
3. A statement of faith outlining the candidates relationship to Jesus Christ (i.e. your testimony of faith experience and content), and which includes a narrative of your present church involvement and membership.
4. A completed employment application (available at [www.geneva.edu/page/employment](http://www.geneva.edu/page/employment)).

### **SUBMIT MATERIALS TO:**

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