The College of Biological Sciences, University of California, Davis invites applications and nominations for the position of **ACADEMIC COORDINATOR** in the Department of Microbiology and Molecular Genetics, effective March 1, 2018.

Primary duties of the position are training and supervising graduate student teaching assistants (TAs) associated with two large enrollment courses BIS10 and MIC103L. The successful candidate will train TAs to lead the discussion sections associated with the biology and general education course for nonmajors entitled Everyday Biology (BIS 10) and training and supervising TAs to lead laboratory sections of the large, multiple section microbiology laboratory for non-majors (MIC103L). The Academic Coordinator will also assist with the administrative aspects of both BIS10 and MIC103L. These duties include responsibility for overseeing TA selection; training MIC103L TAs on lab safety and BIS10 TAs on how to evaluate student writing assignments; managing course enrollment and the course websites; answering student emails concerning administrative details such as clicker registration, textbook website registration, and problems with the course websites.

**QUALIFICATIONS:** a Ph.D. in the Biological Sciences or a related field; along with a demonstrated understanding of modern biology and genetics related to prokaryotic and eukaryotic organisms; the willingness to keep abreast of scientific change; excellent writing and communications skills; demonstrated interest and expertise in instruction; experience in teaching a large multi-section introductory microbiology lab; demonstrated knowledge of modern methods of pedagogy and assessment; excellent interpersonal and administrative skills; excellent time management skills.

Candidates should submit the following materials, online, at https://recruit.ucdavis.edu/apply/JPF01814: (a) letter of application, (b) curriculum vitae. While submitting their application online, candidates will request three letters of recommendation to be submitted online from references.

Closing date: For full consideration completed applications must be received by December 1, 2017. This position will be opened until filled through March 1, 2018. *The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants are encouraged to apply, including minorities and women.*