Job Title: Academic Administrator III for Life Sciences Core Education Department
Location: Los Angeles, California
Employment Type: Full-time
Organization Type: Higher Education Institution
Required Education: Doctorate

Job Summary:

The Life Sciences Core Education Department at UCLA invites highly qualified applicants for an Academic Administrators position. Academic Administrators serve as instructors and course coordinators and are non-tenure track faculty. This Academic Administrator will teach and coordinate one of our introductory biology courses, LS7A (Cell & Molecular Biology). They will teach one section of LS7A per quarter in addition to providing logistical and managerial support for this course. This Academic Administrator will join, through our department, a community of faculty that teach other introductory biology or mathematics courses to our life sciences majors at UCLA and will report directly to the chair of our department. Our courses collectively serve more than 3000 diverse students per year and have been successful in retaining these students in their life science majors. Professional development options are available via funding opportunities from the department. This Academic Administrator is a full-time, two-year contract position (with possibility to extend), with a salary range of $94,239 to $104,049, commensurate with experience. Full benefits are included.

Key Responsibilities:

- The Academic Administrator will teach one offering of LS7A each term and maintain teaching excellence using evidence-based teaching practices.
- They will plan and implement course activities and ensure alignment of activities to assessments and established learning outcomes. This includes the course syllabus, course calendar, exams, and a framework for assessment and student grade determination. In addition, they will use data to inform decisions regarding curricular changes to meet course learning objectives and student retention goals.
- Because LS7A is a prerequisite course that provides the foundation for subsequent biology classes, the Academic Administrator will provide logistical support that promotes greater course consistency across all sections of LS7A. To that end, the Academic Administrator will ensure that all sections of LS7A taught are meeting the same learning outcomes. This course must also be aligned with the learning outcomes that span all LS7 series courses.
- They will build and maintain a community of practice among the LS7A instructional team to engage in sustained efforts to collectively improve instructional practices and support the faculty to achieve excellence in their teaching. This includes mentoring new faculty by offering support for implementing active learning and concept delivery, as well as coordinating the handling of varied student concerns and accommodations that contribute to student success. Also, they will support faculty in mastering the technologies required to maintain class websites and polling and learning-management systems.

- They will mentor teaching assistants (TAs) and provide them with training relevant to course activities and discussion sections. Also mentor student in our class about how best to learn the material.

Qualifications:

Qualified candidates must have a Ph.D. in a life science discipline relevant to the curriculum of LS7A (Cell & Molecular Biology) and university-level experience in teaching undergraduates. The successful candidate also should have knowledge of evidence-based teaching practices, strong interpersonal and communication skills, and exhibit strong administrative skills. Additional preferred skills for this position include experience in data analysis to support student learning and retention, the ability to assess and respond to students' and instructors' experiences, and demonstration of a commitment to help diverse students learn. To apply, submit a CV, cover letter, a teaching statement, and contact information for three references via [https://recruit.apo.ucla.edu/JPF11454].

Equal Opportunity Statement

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.