Job Description

Job Title  Education Coordinator
Reference  11827
Location  UWO Main Campus
Faculty/Unit  Schulich School of Medicine and Dentistry
Department  Schulich Medicine & Dentistry - Biochemistry
Full/Part Time  Full-Time
Employee Group  PMA - Professional and Managerial Association
Appointment Type  Continuing
Appointment Status  Regular Full-Time

Classification & Regular Hours

Hours per Week: 35
Salary Grade: 13

About Western

Western University delivers an academic experience second to none. Western challenges the best and brightest faculty, staff and students to commit to the highest global standards. Our research excellence expands knowledge and drives discovery with real-world application. Western attracts individuals with a broad worldview, seeking to study, influence and lead in the international community. Since 1878, The Western Experience has combined academic excellence with life-long opportunities for intellectual, social and cultural growth in order to better serve our communities.

About Us

The Department of Biochemistry is a vibrant community of faculty, research personnel, students and administrative staff dedicated to the pursuit of excellence in research and teaching. The Department conducts research in the areas of Genome Dynamics, Epigenetics & Gene Expression; Human Genetics & Clinical Biochemistry; Signal Transduction & Intracellular Communication; Macromolecular Structure & Dynamics; Proteomics; Synthetic Biology and Bioinformatics.

Responsibilities

The Education Coordinator will perform a strategic role in the planning, development, delivery and evaluation of core courses in the Biochemistry undergraduate program, including laboratory courses, and in Medical Education. The incumbent will collaborate in the development of curriculum to support student learning, including developing course materials, creating and administering exams and assignments and developing and maintaining online materials for Biochemistry 2280/2288. The Educational Coordinator will provide a resource to faculty and instructors at the departmental level in the area of curriculum development and evaluation to ensure that departmental initiatives meet the identified learning needs of faculty, instructors, and students. The incumbent will administer the online summer Biochemistry 2280 course, including development and delivery of course content, exam preparation, website maintenance and responding to student inquiries.
Qualifications

Education:
- MSc in Molecular Biology, Biochemistry, Chemistry or a related field
- PhD in Molecular Biology, Biochemistry, Chemistry or a related field is preferred

Experience:
- 2 years’ experience with developing and delivering of undergraduate education in a related field
- 2 years’ experience independently conducting biochemistry experiments and troubleshooting laboratory protocols
- Experience working in a university environment supporting academic programs and developing online academic programs is preferred
- Experience carrying out independent long-term laboratory research projects is preferred
- Experience with website development and integration of social media platforms is preferred

Knowledge, Skills & Abilities:
- In-depth knowledge of instructional design methods to deliver instructional programs and courses
- Knowledge of social media platforms (Facebook, Twitter) relevant to student populations
- Ability to work with a variety of faculty members, subjects and teaching styles
- Ability to evaluate the strengths and weaknesses of courses based on best practices and evaluations from students and instructors
- Excellent verbal and written communication skills to effectively interact with students, staff and faculty
- Ability to listen actively to hear and understand the message being communicated
- Strong customer service skills to handle enquiries and resolve issues in a professional, respectful and timely manner
- Proven ability and natural inclination to interact with people of diverse backgrounds in a professional, respectful and diplomatic manner
- Creative problem-solving skills and sound professional judgment, especially regarding confidential/sensitive matters
- Ability to properly use common biochemical equipment and perform laboratory experiments
- Demonstrated ability to work independently and take initiative and follow through on work assignments
- Self-motivated multi-tasker with strong organizational skills
- Strong attention to detail and proofreading abilities with a proven ability to process information with high levels of accuracy
- Ability to establish and build strong working relationships and partnerships with clients, peers and external stakeholders
- Intermediate knowledge of PeopleSoft HE & HR/Student Centre/OWL
- Strong computer skills with the ability to learn and use software programs
- Advanced computer skills in Microsoft Office Suite (Excel, Word, Access) including spreadsheet design, word processing, and database management

Western Values Diversity

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources at hrhelp@uwo.ca or phone 519-661-2194.

Please Note:

We thank all applicants for their interest; however, only those chosen for an interview will be acknowledged.

Please apply on or before Friday, January 19, 2018