

## **Academic Advisor and Biology Teaching-Laboratory Coordinator**

Lyman Briggs College (LBC) at Michigan State University (MSU) invites applications for an Academic Specialist – Advisor /Biology Teaching-Laboratory Coordinator position in the Academic Specialist Continuing Appointment System. This is an annual (12-month) position that begins May 16, 2017. Academic specialists will start with a three-year probationary appointment that has the potential, after successful reappointment, to become a long-term position.

This position has two primary components – undergraduate academic advising (55%) and biological teaching-laboratory support and safety (45%). Broad duties within our Academic Affairs and Advising Office include efforts supporting student success through recruitment, retention, academic advising, high-impact practices such as undergraduate research, attention to the transition to college, advising student organizations, and academic record keeping maintenance.

Duties for preparation and organization for the biological science teaching laboratories in the college include sourcing and ordering materials; maintaining equipment, supplies, and instruments; leading room setup/takedown at the beginning/end of each semester; and processing biological waste for proper disposal in conjunction with MSU regulations. Support for health & safety of all laboratories including evening supervision a minimum of two nights a week during the academic year. Duties may also include participating in the training and supervision of undergraduate learning assistants, graduate teaching assistants, and lab prep students; care for organisms; and regular facility monitoring. Excellent organizational skills are essential. LBC offers the general biology sequence consisting of LB 144 – Organismal and Population Biology and LB 145 – Cell and Molecular Biology (laboratories embedded) along with LB155 – Introduction to Quantitative Science and Research and occasional upper division research and advanced biological studies courses. The university's Honors Biology lab courses (BS/LB 191H and BS/LB 192H) are also offered within the Lyman Briggs biology teaching laboratories.

Founded in 1967, LBC (<http://lbc.msu.edu/>) is a vibrant residential college comprised of 2000 students and 70 faculty and staff that focuses on the study of science and its social contexts. Bridging the two cultures of the sciences and the humanities, the LBC curriculum integrates natural sciences and mathematics courses with courses in the history, philosophy, and sociology of science (science studies). LBC students select from 41 major options within their Bachelor of Science Degree Program. Nearly all of the students in LBC major in the sciences; 60% are women; 25% are students of color; also, 25% of all LBC students belong to MSU's Honors College. We welcome applications from strong candidates who can enhance and complement the intellectual and cultural diversity of the LBC faculty and staff.

Qualifications: Master's degree in biological sciences or related field required.  
Candidates should have experience working with college age students, a successful track

record working with science laboratory organization, operation, and safety. Familiarity with University policies and procedures is desired as is experience with academic advisement or related student support efforts.

This position is posted on the MSU Applicant Page (MAP), posting # **4839**. Applications must be submitted through Michigan State University, <https://jobs.msu.edu>, and should include a letter of application and current cv / resume, including names and contact information for three professional references.

The deadline to ensure full consideration of applications is **February 22, 2017** and review of applications will continue until the position is filled. Questions regarding this position may be directed to Karen Mills, Director of Academic Affairs and Advising at [tkaczyk@msu.edu](mailto:tkaczyk@msu.edu).

LBC cultivates a vibrant, multi-disciplinary community that is diverse along many dimensions, including race and ethnicity; gender, sexual orientation, and gender identity and expression; ability status; and creed or ideology.

MSU is an affirmative-action, equal-opportunity employer. MSU is committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. The University actively encourages applications and/or nominations of women, persons of color, veterans, and persons with disabilities.