The Department of Chemistry at Colorado School of Mines (Mines) invites applications for the position of General Chemistry Academic Laboratory Coordinator. This is a nine-month (academic year) non-tenure track position, with some possibility of summer teaching, beginning in August 2016.

Located in Golden, CO, Mines is a public institution dedicated to education and research in engineering and the applied sciences. The Department of Chemistry offers B.S., M.S. and Ph.D. degrees and conducts a research program emphasizing interdisciplinary approaches to solving real world problems. For additional information about the program, please visit http://chemistry.mines.edu/

Responsibilities: The Academic Laboratory Coordinator will implement, oversee, and ensure the quality of laboratory instruction and demonstrations for three different freshman-level laboratory courses: Principles of Chemistry I and II (CHGN 121 and CHGN 122) and Molecular Engineering and Materials Chemistry (CHGN 125). Each lab session handles ~96 students, taught in four adjacent labs by four Graduate Teaching/Undergraduate Learning Assistants (TAs/LAs) and one Laboratory Supervisor, who is either faculty or the Academic Laboratory Coordinator. Each session lasts ~3 hours.

The primarily responsibilities of the Academic Laboratory Coordinator are as follows:
- Run a multi-day TA/LA training session prior to the start of classes in fall.
- Direct weekly TA/LA meetings and practice sessions for each course (121, 122, 125), and directly supervise 3-5 of the 3-hour lab sessions each week.
- Prepare and disseminate all lab-related materials to students for each course, including modifying experimental procedures, posting instructions and pre-labs to the course website, and printing hard-copy worksheets/quizzes.
- Respond to all student and administrative correspondence regarding lab absences, student issues, and special accommodations.
- Review student work suspected of academic dishonesty, and follow-up with suspected students with assistance of course Professor(s).
- Assist the course Professor(s) and Laboratory Coordinator with modification of labs, activities, simulations, answer keys, and lab grading rubrics.

Mines is an Equal Opportunity/Affirmative Action employer and educator that recognizes that diversity is crucial to its pursuit of excellence in learning and research. Mines is committed to developing student, faculty, and staff populations with differing perspectives, backgrounds, talents, and needs and to creating a richer mix of ideas, energizing and enlightening debates, deeper commitments, and a host of educational, research, and service outcomes. As such, Mines values candidates who have experience working in settings with individuals from diverse backgrounds. Minorities, women, veterans, and persons with disabilities are strongly encouraged to apply.
College of Applied Science and Engineering (CASE)  
Department of Chemistry  
Academic Laboratory Coordinator

**Required Qualifications:** An undergraduate degree in Chemistry, Chemical Education, Chemical or Biological Engineering, or a closely-related STEM discipline AND either:

- Professional experience, including at least some teaching experience, in a science or engineering field at the bachelor’s degree level
- OR
- A master’s degree or higher in a science or engineering discipline with some teaching experience.

Applicants should be proficient with basic word processing, spreadsheet and presentation software (such as Microsoft Excel, Word, and PowerPoint). The successful applicant must be knowledgeable in college level chemistry topics, be comfortable with basic chemistry lab equipment, and possess excellent organizational, communication, and interpersonal skills.

**Preferred Qualifications:** Preference will be given to candidates with demonstrated experience in the following areas: teaching laboratory science at the high school or undergraduate level, and use of guided-inquiry/active-learning pedagogies.

**Compensation:** Salary and benefits will be commensurate with qualifications and experience. Mines provides an attractive benefits package including fully paid health and dental insurance. Part of Mines’ mission is to create a family-friendly environment supported through our dependent tuition benefits, parental leave benefits, and dependent care assistance plan, as well as in special events, camps, and programming. For more information visit: [http://family.mines.edu/](http://family.mines.edu/)

**How to Apply:** Applicants must send a letter of application and résumé addressing the position’s requirements, along with the names and contact information of three professional references to: Colorado School of Mines, Human Resources Office, Search #16-034240, 1500 Illinois Street, Golden, CO 80401, Fax: (303) 384-2025.

Electronic applications are encouraged and will be accepted at fsearch@mines.edu. If using this method of application, please put the search number as indicated above (in bold) in the subject line to ensure that your materials are properly forwarded to the search committee.

Review of applications will begin by June 8, 2016.