

Teaching Laboratory Coordinator

Job Summary

The Teaching Laboratory Coordinator's primary responsibilities will involve overseeing instructional space for multiple laboratory-based undergraduate courses within the Department of Animal Sciences. The successful candidate will coordinate with instructors to procure, inventory, and maintain laboratory materials, including routine laboratory consumables, custom dissection specimens, and shared instructional equipment. This individual will coordinate teaching space and equipment logistics among multiple instructors and work with farm unit managers, meat processing facilities, and departmental personnel to collect animal specimens for laboratory courses. Additional responsibilities will include coordinating the scheduling of repair and routine service for all teaching equipment (e.g., dissection tools, microscopes, dissecting scopes, cameras, and pipettes). This individual will also oversee the work of direct reports (part-time hourly staff) to ensure teaching space is maintained in clean, safe, and functional condition throughout the academic year and to ensure the above-listed tasks are completed. The teaching laboratory coordinator will also assist instructors in delivering training for teaching assistants and assist faculty with creating online course content.

Required Qualifications:

Bachelor's degree

One year of teaching or research experience

Ability to work with faculty, staff, and students with diverse cultural and ethnic backgrounds

Strong organizational and time management skills

Ability to balance interruptions and varied tasks daily

Strong interpersonal, verbal, and written communication skills

Preferred Qualifications:

Master's degree

Instructional experience in an academic setting

Experience with domestic animals in an agricultural setting

Experience preparing educational materials, such as lesson plans and demonstration aids

Duties and Responsibilities

60% Organize and maintain teaching spaces for the Department of Animal Sciences. Procure and inventory laboratory supplies and dissection specimens in coordination with instructors.

25% Work with faculty to coordinate space use and develop operating procedures for space use.

15% Oversight of direct reports (part-time hourly staff).

The Department and Farm

The Department of Animal Sciences is housed in the Hobart and Russell Creighton Hall of Animal Sciences. The Department provides 90,000 ft² of state-of-the-art teaching, extension, and research facilities. Also connected to Creighton Hall is the Land O'Lakes, Inc. Center for Experiential Learning and Purina Pavilion, which provides an abattoir, meats and sensory laboratories, and a 7,800 ft² pavilion. The Department comprises 26 faculty, 28 professional staff, 708 undergraduate students, and 84 graduate students. In

In addition, animal research and teaching facilities for aquaculture, beef, dairy, poultry, sheep, and swine are located 11 miles from campus.

The Department is an integral part of the College of Agriculture, one of the world's leading colleges of agricultural, food, life, and natural resource sciences, and ranked eighth in the world in the 2022 QS World University Rankings. The College is deeply committed to the three land-grant missions (teaching, research, and extension), international activities and perspectives that span all missions, and excellence in all we do. The College has 11 academic departments, including 302 faculty, 2,823 undergraduate students, and 689 graduate students. The College's current strategic plan can be accessed at [Strategic Plan \(purdue.edu\)](https://www.purdue.edu/strategic-plan/).

Resources at Purdue:

Located in West Lafayette, Indiana, Purdue University has various community and professional resources, such as Purdue's Cultural and Resource Centers (<https://www.purdue.edu/diversity-inclusion/about-us/departments.html>), the Bindley Bioscience Center (<https://www.purdue.edu/discoverypark/bioscience/>), the Purdue Institute for a Sustainable Future (<https://research.purdue.edu/isf/research/>), and the Integrative Data Science Initiative (<https://www.purdue.edu/data-science/index.php>), among others. In addition, Purdue University is close to natural parks and hiking trails, and West Lafayette has some of the highest-rank school systems in Indiana.

Diversity and Inclusion Statement:

Purdue University's Department of Animal Sciences is committed to advancing diversity in all areas of faculty effort, including discovery, instruction, and engagement. Purdue is an ADVANCE institution – <https://www.purdue.edu/advance-purdue/>. Purdue University, the College of Agriculture, and the Department of Animal Science are committed to free and open inquiry in all matters.

Applicants should submit application materials at **External Link:** <https://careers.purdue.edu/job-invite/24812/>. A background check is required for employment in this position. Review of applications will begin on 15 March 2023 and continue until the position is filled. For additional information, don't hesitate to contact Dr. Ryan Cabot at 765-494-1746 or rcabot@purdue.edu

Purdue University is an EOE/AA employer. All individuals, including minorities, women, individuals with disabilities, and veterans, are encouraged to apply.