**University of Maine**

**Job Description**

**TITLE:** Postdoctoral Teaching Associate

**DEPARTMENT:** Molecular and Biomedical Sciences

**DATE:** June 1, 2022

**REPORTS TO:** Associate Professor

**Purpose**:

The Department of Molecular and Biomedical Sciences in the College of Natural Sciences, Forestry, and Agriculture at the University of Maine seeks to fill a fixed-length, one-year, non-tenure track, calendar-year appointment as Postdoctoral Teaching Associate anticipated to start August 29, 2022. This position is fixed-length and requires a one-year commitment with the possibility of extension contingent on funding. **Typical hiring salary for this full-time, one-year fixed length appointment with the possibility of renewal is $45,000.**  
  
The inaugural Postdoctoral Teaching Associate (PTA) position in [Molecular and Biomedical Sciences](https://umaine.edu/biomed/) will contribute to the University of Maine’s mission to provide excellence and innovation in undergraduate academic programs while addressing the complex challenges and opportunities of the 21st century through research-based knowledge. The PTA will have the opportunity to develop evidence-based, effective teaching practices in an active-learning environment that blends didactic learning with authentic research learning experiences, which prepares students for success in biomedical education and research. The PTA will participate in teaching and mentoring of undergraduate students in the Phage Genome Discovery Courses, engage in course-based research activities, and further their teaching expertise through professional development programs and scholarly activities.

The Phage Genome Discovery course is an introductory research-intensive course sponsored by the HHMI and SEA-PHAGES program. Students gain knowledge and skills in biomedical research through the isolation of a novel bacteriophage from the soil and subsequent characterization through molecular biology and microbiology-related laboratory techniques and bioinformatic analysis of the bacteriophage genome. The teaching assignment for this position will be one class in each of the Fall and Spring semesters in addition to other responsibilities related to this course and professional development as outlined. Course-related research, professional development, and curriculum development will take place in the summer months.

**Essential Duties & Responsibilities:**

* Teach two introductory undergraduate research- and writing-intensive laboratory courses with social/emotional learning components: Phage Genome Discovery I (Fall) with hands-on microbiology and molecular biology techniques and Phage Genome Discovery II (Spring) with in silico bioinformatics techniques.
* Mentor student development through individual and team work.
* Participate in curriculum development and assessment.
* Lead the Phage Enrichment peer-mentoring program for Phage Genomics students.
* Supervise course undergraduate and graduate Teaching Assistants (TAs).
* Engage in professional development activities through the University of Maine Center for Innovation in Teaching and Learning ([CITL](https://umaine.edu/citl/)) and the HHMI [SEA-PHAGES program](https://seaphages.org/).
* Possibility of developing a STEM-related research course for the department of Molecular and Biomedical Sciences.
* Develop and maintain professional relationships that reflect courtesy, civility, and mutual respect.
* Build productive relationships with internal and external constituencies.
* Utilize coaching and mentoring methods which provide an environment that is anticipatory, supportive, and encourages constructive feedback on performance.
* Commit to organizational improvement by identifying opportunities to improve, and recommending possible alternatives for a situation.
* Perform other reasonably related duties as assigned.

**Knowledge & Skill Qualifications**:

**Required:**

* A doctoral degree in molecular biology, microbiology, biomedical sciences, or closely related area by date of hire.
* Demonstrated experience in teaching undergraduates in molecular biology, microbiology, biomedical sciences, or closely-related discipline.
* Evidence of commitment to pedagogical development.
* Experience mentoring students in the laboratory setting.
* Effective written and oral communication skills.
* Evidence of organizational and time management skills.
* Evidence of successful performance in collaborative environments.
* Potential to contribute to the University of Maine’s commitment to an inclusive and diverse student body that includes first-generation and socioeconomically-disadvantaged students and those from groups that are under-represented in biomedical sciences.

**Preferred:**

* Demonstrated approaches to evidence-based and inclusive teaching.
* Evidence of familiarity with safety standards for laboratory instruction.
* Evidence of strong potential for research in phage-bacterial host interactions.

**Supervisory Responsibility:**

* Lead the Phage Enrichment peer-mentoring program for Phage Genomics students.
* Supervise course undergraduate and graduate Teaching Assistants (TAs).

**Work Environment:**  All teaching and teaching observation will occur in the teaching labs in Hitchner Hall (Rooms 180, 184 or 230). Additional lab work, as agreed upon with supervisor, may occur in one of the research labs in Hitchner Hall.

**Work Year:** Full-time, 12-month, fiscal year.

**Work Schedule:** Normal University of Maine business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Due to the nature of the position, work beyond regular hours (to include evenings and weekends) will be necessary to meet the requirements of the position. The employee shall establish regular office hours and in consultation with the supervisor, adjust the work schedule as appropriate.

**Position Type:** Contingent on funding and successful performance. Initial appointment for one year, with renewal contingent upon funding and performance, up to a maximum duration of two years.

**Schedule for Evaluation:** In Accordance with UMPSA Agreement.

Appropriate background checks are required.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety Training, Workplace Violence, and Sexual Harassment.