



Assistant Professor of Biology

Responsible for contributing to the Biology Program at Huston-Tillotson University through the teaching of Biology courses, the Assistant Professor must create a stimulating learning environment for both traditional and nontraditional students and teach and work with enthusiasm and integrity in accordance with the mission of the University. The ideal faculty member is committed to urban undergraduate education, interested in undergraduate research and has experience in program development.

Responsibilities:

- Maintain a quality, competitive, and up-to-date educational program by preparing teaching assignments and presenting course material which is current, challenging and thought provoking;
- Providing students with theoretical and practical subject matter that includes research and other issues in Biology;
- Preparing comprehensive syllabi and outlines for each course taught; maintaining at least 10 office hours each week in order to be available for students;
- Advising and mentoring Biology students;
- Assisting with registration and attending regularly scheduled and special departmental and College meetings;
- Serving on standing committees as requested by the Department Chair, the Dean of the College, the Provost/Vice President for Academic and Student Affairs, or the President;
- Performing related duties as requested by the Department Chairperson, the Dean of the College, the Provost/Vice President for Academic and Student Affairs or the President.

Qualifications:

- A Master's degree in Biology is required, a PhD in Biology is preferred
- Prior undergraduate teaching experience, research,
- Demonstrated record of leadership in curriculum development
- Success in grant proposal writing.
- Demonstrated skill in effective communication and interpersonal skills, sensitivity to academic and cultural diversity
- Demonstrated an understanding of the mission and vision of the University.

Salary: Competitive salary range and comprehensive fringe benefits package.

Application Procedure:

Candidates should submit a letter of interest establishing qualifications for the position, a current resume, transcripts, and an HT application. HT applications can be found at <http://htu.edu/offices/human-resources>. This position is open until filled. State date of Fall 2014. Forward application packets to: humanresources@htu.edu or by mail to Director of Human Resources, Huston-Tillotson University, 900 Chicon St., Austin, TX 78702-2795. To ensure receipt of your application, please send it with a read receipt requested if emailed, or with a signature request if mailed. Applicants will be contacted as appropriate.