

Job Title: 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 standard laboratory consumables, custom dissection specimens, and shared instructional equipment. Additional duties will include but are not limited to:

- Coordinating 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
- Coordinating the scheduling of repair and routine service for all teaching equipment (e.g., dissection tools, microscopes, dissecting scopes, cameras, and pipettes)
- Enforcing laboratory or field safety protocols and cleaning procedures
- Recording data associated with the scholarship of teaching programs in the Department
- Assist instructors in delivering training for teaching assistants and assist faculty with creating online course content
- May 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

What We're Looking For:

- Bachelor's degree
- 1 year of teaching or research experience
- Reliable transportation; individual will travel off-site to procure teaching materials
- 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 on a daily basis
- Strong interpersonal, verbal, and written communication skills

What's Nice to Have:

- 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

What You'll Get in Return:

- Learn more about Purdue's benefits summary, <https://bit.ly/3sHGbls>
- Purdue will not sponsor work authorization for this position
- A background check is required for employment in this position
- FLSA: Non-Exempt (Eligible for Overtime)
- Retirement Eligibility: Non- exempt Defined Contribution Plan
- Purdue University is an EOE/AA employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply

Candidates can apply <https://careers.purdue.edu/job/West-Lafayette-Teaching-Laboratory-Coordinator-IN-47906/997222900/>. For additional information, please contact the chair of the search committee, Dr. Ryan Cabot (rcabot@purdue.edu).