

GORDON COLLEGE

Position Description

Title: Academic Coordinator for the School of Science, Technology, & Health

Function: We seek an Academic Coordinator who will provide administrative oversight with specialized support for STEM faculty and students and also teach labs in the school. The Coordinator will provide critical administrative and operational leadership to support the school's academic mission, working directly with the dean to assist with budgeting, scheduling, purchasing, and per-course instructor hiring. This role also serves as a primary liaison between student employment, faculty, and college administration, ensuring the smooth execution of academic programs, laboratory operations, and student success initiatives. The Coordinator will work directly to support faculty and coordinate and teach lab sections in the General Biology and General Science courses. The ideal candidate will be a problem solver who is creative and works well independently.

Description of Duties and Tasks:

Under the direction of the Dean of the School of Science, Technology, and Health, the School Coordinator is responsible for support of several disciplines. Specific areas of focus include, but are not limited to:

- Working with faculty to purchase supplies and equipment, schedule spaces, and assist with logistics
- Coordinating the hiring of students as teaching assistants
- Organizing school-specific events such as guest lectures, STEM career fairs, summer academies, and recruitment orientations
- Monitoring departmental budgets, process purchase requisitions for scientific supplies, and assist with grant administration
- Supporting Program Directors in each of the Science, Technology, and Health disciplines within the school
- Working directly with the dean to assist with budgeting, hiring and managing per-course instructors, and course scheduling
- Working with student lab prep assistants and ensuring labs and equipment are set up for the weekly General Biology lab sections
- Serving as primary instructor for multiple Biology Lab sections or discussion leader for General Science courses each semester, possibly including some evening labs.

Required Knowledge, Skills, and Abilities:

To fully perform the above functions, the incumbent must possess the following knowledge, skills, and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

- Earned M.S. in Biology at time of appointment (will consider B.S. with experience)

- Demonstrated experience in working in a laboratory environment
- Experience teaching undergraduate students
- Ability to offer student help and instruction in standard areas of undergraduate laboratory course work
- Experience using standard lab techniques and tools of undergraduate Biology labs
- Proficiency in standard Microsoft Office applications
- Strong organizational abilities
- Methodical approach to technical problem-solving
- Disciplined and self-directed.

Position Code: NSM-ACOORD

Grade: 5

FLSA Status: Exempt

Hiring range: \$55,000 - \$65,000

In our Christ-centered community, faculty and staff affirm the [College's Statement of Faith](#) as an expression of their own theological convictions and agree to work within [Gordon's community standards](#) to model these commitments for our students' formation. Gordon College faculty and staff support the College's commitment to the [Shalom Statement](#), which includes our desire to treat all individuals as equal image-bearers of God through justice, equity, diversity, and inclusion.