

JOB DESCRIPTION

CHEMISTRY ADJUNCT LECTURER AND LAB INSTRUCTOR

JOB DETAILS			
Position Title:	Chemistry Adjunct Lecturer & Lab Instructor	Grade	
Department/Division:	Mathematics & Sciences		
Reports to:	Department Chair		
Supervises:	None		
Last Updated on:	January 4, 2024		

THE POSITION

RIT Dubai is currently seeking applications from exceptional candidates for a part-time chemistry lecturer and laboratory instructor position starting in the Fall semester of 2024 (August 2024). RIT Dubai is looking for a highly qualified, motivated and enthusiastic individual. The successful candidate is expected to instruct undergraduate lecture and laboratory courses in the broad area of science in coordination with the remaining chemistry faculty members.

JOB RESPONSIBILITIES:

- Conduct lecture and laboratory sessions.
- Prepare lecture and pre-laboratory presentations.
- Design, administer and grade lecture and laboratory tests, assignments and lab reports.
- Assist students with various aspects of course work.
- Prepare and perform experiments.
- Track completion of work assignments and all experiments performed.
- Keep a record of all experiments performed, grades and attendance.
- Report orders for supplies and equipment, while tracking inventory for faculty.
- Ensure compliance with the university's safety regulations and respond immediately to any violations, potentially hazardous situations or dangerous behavior.
- Liaise with chemistry faculty/biology and chemistry coordinator regarding laboratory preparations.
- Coordinate with chemistry faculty/biology and chemistry coordinator to ensure that both components (lecture & lab) are in sync.
- Lead and mentor students in any university activities related to chemistry labs.
- Perform other tasks assigned by the head of department and/or the biology and chemistry coordinator.

REQUIRED QUALIFICATIONS:

- Master's or Ph.D. degree in chemistry, biochemistry, or other closely related discipline from an accredited university.
- Previous lecture and laboratory teaching experience.
- Ability to teach a wide range of courses in chemistry at the undergraduate foundational level including:
 - General & Analytical Chemistry I

- General & Analytical Chemistry II
- General & Analytical Chemistry Lab I
- General & Analytical Chemistry Lab II
- Organic Chemistry I
- Organic Chemistry II
- Organic Chemistry Lab I
- Organic Chemistry Lab II
- Excellent (spoken, written, and reading) communication skills.

TO APPLY:

Please email your application to careersdubai@rit.edu. Please submit the following documents as part of your application:

- Subject line must include the source, your name and position you are applying for; e.g.: Name – Adjunct Chemistry Lecturer & Lab Instructor.
- Resume or curriculum vitae
- Contact information
- A cover letter detailing your technical/professional, teaching, and scholarship qualifications and achievements, and how these address the required and preferred qualifications for the position.
- Names, addresses and phone numbers of three references

Applications review will begin immediately and continue until a candidate is selected. Only shortlisted candidates will be contacted.

For more information please visit RIT Dubai website at www.rit.edu/dubai