

JOB TYPE: Biology Instructor – Faculty Member

STATUS: Full-Time

DIVISION: Allied Health

POSITION SUMMARY:

Manor College seeks a full-time faculty member in Biology to deliver coursework in General Biology, Anatomy and Physiology I and II, and Microbiology in the Fall and Spring semesters. The faculty member is to be skilled at teaching both the lecture and the lab portions of their assigned courses. The successful candidate will also coordinate with colleagues, with the Science Chair, and with the Dean of Academic Programs in course assessment, scheduling, and curriculum planning.

As a member of the faculty, you will contribute not only to the program, but to the College and all events and activities. Key responsibilities includes:

- Teach designated Biology courses and collaborate in the development of curriculum.
- Serve as an academic advisor to a designated number of students in a particular major. Maintains familiarity with current texts, materials and teaching methodology.
- Serve on committees at the College and University levels, as appropriate.
- Instruct students in chemistry concepts, algebraic equations and labs.
- Develop and implement instructional plans compatible with the allied health curriculum.
- Administer chemistry assessments to students and provides a report with results.
- Establish clear assignments, teaching lectures and/or lab sections; summarizes the main point(s) of the lesson at the end of the lesson and/ or instructional activity.
- Provide timely and constructive feedback to students on their academic progress.
- Hold regular office hours or be available for student consultation.
- Respond to student inquiries and provide academic support
- Adhere to all college policies and procedures.
- Maintain professional communication with students, faculty and staff
- Promote and uphold Manor's Catholic Basilian Mission.
- Perform other duties as assigned.

QUALIFICATIONS:

- Master's Degree in Biological Sciences, Doctoral degree preferred.
- Evidence of effective college/university teaching experience, both face-to-face and on-line.
- Have an ability to work effectively with a diverse student and faculty population.
- Experience in teaching and laboratory teaching at the college level, preferred.
- Strong interpersonal and written communication skills.

- Proficient in standard software applications, including Microsoft Office, Gmail, Navigate, Canvas, etc.

ADDITIONAL INFORMATION:

Background checks will be completed as required by law or Manor College policy and procedures.

TO APPLY:

For consideration, qualified individuals please submit:

- 1) a letter of application,
- 2) statement of teaching philosophy that includes how you address a diversity of learners in your teaching and in your advising
- 3) curriculum vitae/resume, and
- 4) three professional references with address, email, and phone numbers, by email to: jobs@manor.edu.

Confidential screening of applications will continue until the position is filled. The expected start date will be at the beginning of the 2026-2027 academic year

EQUAL OPPORTUNITY STATEMENT:

Manor College is committed to the principle of equal educational and employment opportunities for all people and embraces diversity. Furthermore, the College provides equal opportunity for all regardless of race, color, religion, national origin, age, sex (including pregnancy, childbirth and related medical conditions), disability, genetics, citizenship status, military service or any other status protected by law.