

# CSUMB Online Recruitment System

Servicing Human Resources, Academic Personnel  
and the University Corporation at Monterey Bay



## JOB ANNOUNCEMENT

10/06/2015

### Science Education Specialist Student Services III

#### Science & Environmental Policy

Job #: FP2015-485

University Corporation at Monterey Bay  
Human Resources  
100 Campus Center  
University Corporation, Suite 119 ([map](#))  
Seaside, California 93955-8001  
[hr\\_corporation@csumb.edu](mailto:hr_corporation@csumb.edu)

Main Number: (831) 582-4449

*This is a 6-8 month 100% time (40 hrs/week) benefited appointment dependent upon continued grant funding.*

Open until filled. Application Screening Begins:  
10/20/2015

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California State University, Monterey Bay is distinctive in serving the diverse people of California, especially the working class and historically underserved communities. The identity of the University is framed by substantive commitment to a multilingual, multicultural, intellectual community which enables students, faculty and staff to cross institutional boundaries for innovative instruction, broadly defined scholarly and creative activity, and coordinated community service.

The University Corporation at Monterey Bay on the campus of CSUMB is an equal opportunity employer and committed to building a pluralistic university by hiring personnel with competencies and experience related to the regional and State population.

The University Corporation at Monterey Bay (University Corporation) is a non-profit institution that is affiliated with California State University, Monterey Bay (CSUMB). The University Corporation, a non-profit 501(c)(3) public benefits corporation, is an auxiliary organization of CSUMB with a mission to further the educational purposes of the University. The University Corporation is committed to a standard of excellence in the services it provides and in the quality of work it expects of its employees.

#### PROGRAM SUMMARY:

CSUMB is committed to develop programs to attract, retain, and graduate students from diverse backgrounds, and to equip these students with the skills they need for successful careers. To that end, CSUMB developed the Undergraduate Research Opportunities Center (UROC) to provide our students with rigorous and guided undergraduate research experiences. UROC is a cross-campus center that trains, supports, and engages students in undergraduate research (<http://uroc.csumb.edu>). UROC students work on relevant and innovative research projects at CSUMB, and at regional, state, national, and international research institutions. Their work is guided by a research mentor, supported by UROC staff, and augmented by extensive training in research proposal writing, presentation skills, communication skills, professionalism, and graduate school preparedness. At the core of UROC's curricular offerings is a four semester, two-unit graded series of undergraduate research seminars. This two-year research series prepares students for their undergraduate research experiences, develops their scholarly identity and acumen, and prepares them for graduate school and fellowship applications. Students also communicate their work to the academic community through conference presentations and peer-reviewed publications. Taken together, these experiences prepare our students for successful entry into graduate school and professional careers.

#### POSITION SUMMARY:

Under the general direction of Dr. Aparna Sreenivasan in the Division of Science and Environmental Policy, the Science Education Specialist is responsible for supporting faculty in the assessment, development, and revision of curriculum and pedagogy for the one-semester core biology course Bio 311 Genetics, with some additional support to the two- semester core biology series Bio 210 Molecular and Cellular Bio & Animal Physiology and Bio 211 Ecology, Evolution, Biodiversity and Plants.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:**

## 1. Collaborating with faculty on curriculum Development and Assessment of core courses Biology 311:Genetics.

- Consulting with faculty instructors to determine priority areas for assessment and development.
- Developing pre- and post-instruction measurements to assess learning and attitudes (knowledge and skills, student thinking and perceptions) using established assessment tools as appropriate.
- Recommending alignment of classroom activities, assessments, and pedagogy to desired course learning outcomes.
- Observing and characterizing classroom practices in order to inform instructional practices and provide formative feedback to faculty.
- Working with instructional faculty to analyze exam data (and other student artifacts) from previous semesters for evidence of educational challenges and successes.
- Conducting individual interview and focus groups of current and former students to gain insight into attitudes, perceptions of learning and educational experiences relevant to course development.
- Assessing and refining study skill lessons offered as supplemental support for core biology courses.

## 2. Faculty and Departmental Support

- Serving as a pedagogical resource for the faculty and department on matters related to curriculum development, teaching practices, and program evaluation.

### **OTHER FUNCTIONS:**

- As needed, providing appropriate teaching-related support with faculty on curriculum Development and Assessment of core courses Biology 210 and 211.
- As needed, collaborating with faculty on Curriculum Development and Assessment of Introductory Biology Laboratory Courses by working with faculty instructors to assess alignment of curriculum to lecture courses and determine alignment of lab activities, assessments, and pedagogy to desired course learning outcomes.
- If Appropriate, conducting and disseminating research related to the impact of pedagogical interventions implemented through conference presentations, peer-reviewed journal articles and reports.
- Perform other duties as assigned.
- Promote and maintain an atmosphere of excellent internal and external customer service.
- Develop and maintain an atmosphere of teamwork.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Extensive knowledge of: higher education pedagogies, especially evidence-based learning applied to teaching life sciences curricula; curriculum development and teaching of university-level undergraduate students. Knowledge of the biology education literature and instructional best practices within this domain. Knowledge of educational practices and theory behind self-efficacy, resilience, study-skills, goal-setting, and time-management. Knowledge and experience with pedagogical research methodology, data analysis and interpretation, and communication of results.

Skills: Excellent organizational, interpersonal, and communication skills; and a strong personal commitment to science education. Experience in developing educational materials or curriculum.

Ability to: maintain effective working relationships with faculty, staff and students; facilitate knowledge and skill development; listen actively; apply independent judgment and initiative to solve problems and devise creative, practical and thoughtful solutions; work independently, collaboratively and be self-motivated; motivate others; complete tasks on time; set clear achievable goals for independent and collaborative projects; work with multiple on-going projects and collaborators simultaneously; maintain a high standard of work ethic.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience**

Candidates should have a Ph.D. in Biology or Biology Education, OR a Ph.D. in the learning sciences or curriculum and instruction with an M.S. degree in a life sciences discipline. A familiarity and experience with curriculum development, post-secondary teaching and current pedagogical research specific to teaching biology at the post-secondary level desired.

#### **SPECIALIZED SKILLS REQUIRED:**

Demonstrated experience that clearly provides evidence of the knowledge and skills required to perform each essential duty satisfactorily. The requirements identified above are representative of the knowledge, skills and/or abilities required. Must have own transportation, valid driver's license and insurance. Ability to complete web-based training in defensive driving. Must continue to meet the established driving standards as a condition of employment.

**The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in [CSU Executive Order 1083](#) as a condition of employment.**

**NOTE:** Candidates identified for hire with the University Corporation at Monterey Bay must consent to a criminal background check.

#### **DESIRABLE QUALIFICATIONS:**

Demonstrated understanding of and commitment to the CSUMB Vision Statement and the core values of mutual respect, collaboration and service orientation, multiculturalism and diversity, community service and institutional excellence. Experience working with a diverse and multicultural population.

#### **SALARY AND BENEFITS:**

The monthly salary range for this position is: \$4,275.90-\$5,000. This is an exempt position and as such is not eligible for the overtime provisions of the Fair Labor Standards Act. Benefits including medical, dental, vision and life insurance benefits, contributory retirement plan, TSA (403b), 13 paid holidays per year and other benefits. Corporation positions are "at-will" employment.

#### **PHYSICAL WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and to occasionally travel to other offices or locations to attend meetings or to pick up or deliver materials.

#### **APPLICATION PROCEDURES:**

Please complete the required on-line Corporation application at <https://csumb.edu/hr/corporation-vacancies>. A complete on-line Corporation application must be received in the University Corporation Human Resources Office BY 5:00 P.M. on Tuesday, October 20, 2015 TO BE GUARANTEED A REVIEW. Applications received after the application screening date will be reviewed at the discretion of the Corporation.

For assistance or if you require an accommodation, please call (831) 582-4449, or TDD at (800) 735-2929. For computer/online access you may visit the [Tanimura & Antle Family Memorial Library](#) ([map](#)) or our [Student Services Building](#) – first floor ([map](#)). Please check the links provided for the respective hours and the location of each site. The University Corporation at CSUMB will not fax application materials.

**The University Corporation at CSUMB is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.**

**All employees must be eligible for employment in the U.S.**

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