



POSITION ANNOUNCEMENT

Science Laboratory Coordinator

Atlanta Metropolitan College, a two-year degree-granting institution of the University System of Georgia, is accepting applications for a **Science Laboratory Coordinator**. Atlanta Metropolitan College currently serves 2300 commuting students on a beautifully landscaped campus located 10 minutes south of downtown Atlanta and 15 minutes north of Hartsfield-Jackson International Airport.

THE POSITION

This is a full time twelve-month position, which reports to the chair of the Division of Natural Sciences. Applicants should display an interest in promoting the development of the science program, which includes undergraduate research initiatives. As coordinator for science labs, the science laboratory coordinator will be responsible for supervising laboratory assistants and ensuring that preparation for biology and chemistry laboratory classes are correct and adequate. The coordinator will also prepare requisitions for the purchase of laboratory materials, supplies and equipment as well as oversee the safety program. The candidate will also teach 3-6 lab courses per semester. The position also requires working closely with the Division Chair and Science Faculty.

QUALIFICATIONS

A Master's Degree with eighteen graduate semester hours (thirty-quarter hours) in Chemistry, Biology or closely related fields is required. The successful candidate should have experience in providing instruction to students with diverse backgrounds while effectively collaborating and cooperating with other members of the faculty, staff and administration. Preference will be given to candidates who have excellent computer skills, knowledge of the safe handling of hazardous materials, laboratory safety policies and practices as well as experience in setting up and supervising science laboratories.

SALARY AND BENEFITS

The salary is commensurate with qualifications and experience. The University System offers an excellent benefits package, including annual and sick leave accruals, paid holidays, life and health insurance and retirement plans.

APPLICATIONS

Review of applications and nominations will begin immediately. The anticipated employment date is August 1, 2009. A complete application packet must contain a letter of interest in the position, a current curriculum vita or resume, contact information for three current professional references, and copies of all college transcripts (*Candidates selected for an interview will be required to provide official copies of all college transcripts*). A criminal background check is required. **Incomplete application packets, emails and faxed copies will not be accepted.** For additional information about the position visit our website at www.atlm.edu.

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The University System of Georgia is an Equal Employment Opportunity/Affirmative Action Employer