

Preceptor (teaching/curriculum development) in Earth and Planetary Sciences

The Department of Earth and Planetary Sciences (EPS) at Harvard seeks applications for the position of Preceptor. The Preceptor will assist broadly with curricular activities, notably working with faculty to organize and implement lab and section content across the spectrum of earth sciences; identifying and training teaching fellows and teaching assistants (TFs and TAs); organizing and supporting instructional field activities/trips; reviewing lab equipment needs and overseeing purchasing and maintenance of core laboratory equipment; serving as the liaison with Research Computing and HUIT to ensure that the instructional computing facilities are properly maintained and providing the proper support for the department's classes and educational needs; providing support for course web sites (iSites) and other computer and media support; and preparing laboratory assignments, manuals, and other handouts. Working closely with EPS faculty, he or she will act as primary liaison between instructional staff and laboratory support groups, as well as with the Bok Center for Teaching and Learning, to provide training for TFs and TAs. We anticipate that Preceptors will also have opportunities to teach labs and sections for EPS courses, and may serve as the lead instructor for courses offered through the Harvard Extension School, depending on qualifications. The duties of the Preceptor are carried out in close collaboration with faculty, graduate teaching fellows, and the academic administrator.

Applicants must have a strong science background in a suitable discipline. A graduate degree is required (Ph.D. preferred) along with evidence of successful prior teaching and administrative experience. Superior organizational and interpersonal skills, responsibility, initiative, and judgment, plus the ability to work well on a team, are the desired qualities for the successful candidate.

Commitment to undergraduate education is a fundamental ethos within the EPS program at Harvard, and the candidate would be expected to share a similar pedagogical enthusiasm and demonstrate excellence in instructional communication.

Salary will be highly competitive and commensurate with experience. The position is renewable on a yearly basis for up to eight years, contingent upon performance and curricular needs.

Candidates should submit an application form with supporting material electronically through <https://academicpositions.harvard.edu/>. The supporting material for an application must contain the following:

- * A cover letter that discusses how this position would fit into the applicant's career trajectory.
- * Curriculum Vitae.
- * A statement of teaching experiences and philosophy.
- * Names and contact information of three references. At least one letter must discuss the applicant's experience with teaching, administration skills, and other educational work. (Three letters of recommendation are required, and the application is complete only when all three letters have been submitted.)

Review of applications will begin on November 28, 2014; preferences will be given to applications received by this date. For questions about the position or application procedure, contact Chenoweth Moffatt, Academic Administrator, moffatt@eps.harvard.edu; [617-384-9760](tel:617-384-9760).

Harvard is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Note for Reference Providers:

Commitment to undergraduate education is a fundamental ethos within the EPS program at Harvard, and the candidate would be expected to share a similar pedagogical enthusiasm and demonstrate excellence in instructional communication. Please comment on the candidate's teaching ability, creativity, research and field work, and skill at working with multiple constituencies (faculty, undergraduates, graduate students, and administrators).