



PART-TIME NON-TENURE TRACK INSTRUCTOR

Biology Department

POSITION SUMMARY

The Biology Department at Occidental College seeks a non-tenure track instructor for Spring semester 2025 to teach Introductory Biology: Cellular and Molecular Biology (MWF 1:55-2:50 pm lecture; MW 3:00-5:55 pm lab components).

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

This is a concept-driven survey course designed to provide broad introduction to the biochemistry, physiology, and molecular biology of prokaryotic and eukaryotic cells. Topics include: structure/function; relationships of biological macromolecules; the roles of such molecules in cellular metabolism and membrane biology; molecular biology of DNA, RNA, and protein synthesis; the cell cycle; elementary genetics; and cellular communication.

QUALIFICATIONS

Candidates should have a Ph.D. or equivalent experience in a related field. For further information, please check the Biology Department [website](#) or contact the Biology Department Chair, Dr. Shana Goffredi sgoffredi@oxy.edu.

SALARY RANGE

EXPECTED SALARY RANGE: ~\$16,300

If you are offered this position at Occidental College, your final base salary compensation will be determined based on factors such as skills, education, experience, and/or geographic location. In addition to those factors, Occidental complies with applicable pay equity laws and considers internal equity among current employees when developing the final offer. Please keep in mind that the range mentioned above is the base salary range for the role. Hiring at the maximum of the range would not be typical in order to allow for future and continued salary growth.

APPLICATION INSTRUCTIONS

Applicants should send a cover letter, C.V., and names of 3 references (do not request letters at this time) to: Krizia Oasin, Department Manager oasin@oxy.edu. In the cover letter, please describe your teaching training, philosophy, and experience, if any. Applications due by Jan 2, 2025 (however, the position will remain open until filled).

ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators,

and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit <https://www.oxy.edu/offices-services/humanresources/benefits-information>.

All qualified applicants will be considered for employment, including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.