



Geology Laboratory Coordinator, University of St. Thomas

Inspired by Catholic intellectual tradition, the University of St. Thomas educates students to be morally responsible leaders who think critically, act wisely, and work skillfully to advance the common good. A successful candidate will possess a commitment to the ideals of this mission statement.

JOB SUMMARY

The geology lab coordinator will be expected to support geology department students and faculty by teaching and providing support on campus and in field experiences for both faculty and students.

ESSENTIAL FUNCTIONS

- Teach up to 1 course or its equivalent per semester. This may include teaching lab sections in introductory courses and/or teaching an entire course based on departmental needs, and/or candidate's interest and expertise.
- Academic program support
 - Manage non-academic logistics of field camp and other off-campus field experiences that require geological expertise; participate in some of these field experiences as a co-instructor on an as-needed and as-available basis
 - Assist geology faculty in setting up labs and field exercises
 - Manage student worker(s) in lab set up
 - Order and purchase supplies and other materials to support lab, field, and research programs. May also include construction of physical models, demos, and other custom apparatus for teaching purposes
- Lab and equipment maintenance
 - Maintain field, lab, and computing equipment in a safe and functional manner
 - In addition to our own instrumentation, develop working knowledge of Macalester College Keck lab facilities and instrumentation
 - Supervise student workers to maintain lab spaces in a clean and safe status and to keep facilities ready for student and faculty use
 - Serve on the Lab Safety Committee to ensure our spaces and instrumentation meet safety standards
- Student support
 - Assist students in the completion of research projects
 - Train students in lab, computer, and field techniques on an as-needed basis in order to complete research projects. This may also include informal advising of the Geology Club.

MINIMUM QUALIFICATIONS

- Bachelor's degree in geology or a related field
- Two years of experience in a laboratory setting or a similar experience

PREFERRED QUALIFICATIONS

- M.A. or M.S
- Knowledge of Geochemical techniques and instrumentation, geological field methods, and rock preparation techniques
- Proficient with Excel and other software packages, (e.g. statistical packages, ArcGIS, Matlab, Stella, etc.)

HOW TO APPLY

Please visit the University of St. Thomas Jobs site at www.stthomas.edu/jobs and search "Geology Laboratory Coordinator" to view the full job posting and submit an application.

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