

Laboratory Coordinator/Teaching Assistant

Notre Dame College, founded over 85 years ago by the Sisters of Notre Dame, is a Catholic four-year liberal arts institution located in South Euclid, Ohio. The College invites applications for the position of Laboratory Coordinator/Teaching Assistant for its chemistry laboratories beginning August, 2008.

Responsibilities include:

- Supervising student laboratory assistants,
- Preparing laboratories for instruction,
- Ordering and disposing of laboratory supplies,
- Proctoring students in laboratories, and
- Teaching introductory chemistry laboratories.

This is a full-time, 9-month position from August through May. The successful candidate will hold a minimum of a M.S. or M.Ed. in Chemistry and a minimum of 5 years teaching experience in chemistry. Retired high school chemistry teachers are encouraged to apply. Application materials include a cover letter, vita, and the names and contact information of three professional references. Send to:

Notre Dame College
Human Resources Dept.
4545 College Rd.
South Euclid, Ohio 44121 – 4293
Also: careers@ndc.edu
E.O.E.