



1600 S 25th E
Idaho Falls, ID
(208) 524-3000

WEBSITE:
<http://www.cei.edu/hr>

EMAIL:hr@cei.edu

Non-Classified Opening

INSTRUCTOR - HUMAN ANATOMY and PHYSIOLOGY

Non-Classified Classification

College of Eastern Idaho

Open for Recruitment: Open until filled. First application review will be held the week of June 8, 2018 – interested candidates are encouraged to apply as soon as possible.

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This position will begin in August 2018.

Salary Range: \$45,000 – \$47,000 Full-Time with Competitive Benefits

Location(s): Idaho Falls

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

GENERAL STATEMENT OF FUNCTION:

Plans, implements and provides assessment for general science education as directed by the scientific ways of knowing.

EXAMPLE RESPONSIBILITIES:

- Prepares and delivers instruction to students in a lecture and laboratory session for BIO 227 and/or BIO 228, Human Anatomy and Physiology, Semester 1 & 2. Teach 3 sections of lecture and lab per semester
- Implements Scientific Ways of Knowing and program learning objectives in lecture and laboratory session.
- Evaluates student performance and return student work promptly with feedback.
- Maintain student records/grades using Blackboard
- Become familiar with and comply with all College policies and procedures.

MINIMUM QUALIFICATIONS:

- Master's degree from a regionally accredited institution in biology or related field with at least 18 graduate hours in biology/related field required.
- Emphasis in anatomy and physiology required.
- Experience teaching in a college setting

PHYSICAL DEMANDS/WORK ENVIRONMENT:

This is largely a sedentary role; however, some filing and data entry is required, as is the ability to deliver instruction. This would require the ability to lift files or instructional materials, open filing cabinets, bend or stand as necessary.

This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines

HOW TO APPLY:

Electronically submit a completed application packet (**in .pdf or Word format**) to hr@cei.edu. The application packet must include the following:

1. CEI Employment Application (located at <http://www.cei.edu/falcons/resources/hr/cei-employment-application-10-2017.pdf>)

- Cover Letter
- Résumé or VITA
- Unofficial Transcripts
- Three Professional References with direct contact information

Incomplete packets will not be accepted. Official transcripts required upon hire.

For additional questions contact: Human Resources at (208) 535-5495 or by email at hr@cei.edu

AA/EOE/ADA

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.