

**JOB OPPORTUNITY  
CAPITAL COMMUNITY COLLEGE  
ASSISTANT PROFESSOR/PROGRAM COORDINATOR, BIOTECHNOLOGY  
Full Time, 10 Month, Tenure Track Appointment**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** 950 Main Street, Hartford, CT 06103  
**Hours:** Full Time, 35 hours a week  
**Salary:** \$56,298.00 approximate annual.  
**Closing Date:** Application must be postmarked no later than July 15, 2015.

**General Knowledge,**

**Skills and Ability:** A Master's degree in Biotechnology, Molecular Biology, or a closely related field in the biological sciences, and (4) four years of college teaching experience in biotechnology/molecular biology or (2) two years of college teaching experience in biotechnology/molecular biology combined with (4) four years of molecular biology research laboratory experience or biotechnology manufacturing experience. College teaching experience with an ethnically diverse and urban student population is desirable.

**General Experience:** Under the supervision of the Chair of the Department of Science and Mathematics, the Assistant Professor/Program Coordinator of Biotechnology will be expected to: prepare and teach college-approved courses in accordance with course descriptions, outcomes and class schedules; develop new courses, course outlines and syllabi as needed; update programs, curricula and course outlines as needed; assist in the recruitment of adjunct faculty and class scheduling; participate in course and program evaluation, assessment and accreditation; oversee student internship placement; engage in advertisement of the program, including promotional video, poster and website development; assist in the acquisition of grant funds for the teaching of STEM subjects; monitor aspects of the departmental budget relevant to the Biotechnology program; develop articulation agreements with other colleges and universities; and work closely with laboratory staff, including Educational Assistants, in the preparation of teaching laboratories. Additional responsibilities include service to the College, such as student advising, committee service and other activities as required and approved by the Office of the Academic Dean.

Course subject areas will include the following: Basic Techniques in Biotechnology, Advanced Techniques in Biotechnology, Synthetic Biology, Seminar in Biotechnology, General Biology I, Introduction to Biology, and other courses in biology or chemistry as needed.

**Substitution Allowed:** Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and to provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

**Application**

**Instructions:** Send or email letter of intent, resume, names and address of three reference, BOR Employment Application (found at: <http://www.ccc.commnet.edu/humanResources.htm>) and college transcripts to:

**Ms. Josephine Agnello-Veley  
Director of Human Resources and Labor Relations  
Capital Community College  
950 Main Street, Hartford, CT 06103  
CA-HRApplc@capitalcc.edu**

**No phone calls. Submit only one application either electronically or via regular mail.**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Capital Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Rita Kelley, Title IX and Section 504/ADA Coordinator and Affirmative Action Officer, Room 305B, Tel. (860) 906-5133 E-mail: [rkelley@capitalcc.edu](mailto:rkelley@capitalcc.edu)