



Preceptor (teaching/curriculum development) in Earth and Planetary Sciences

Harvard University

The Department of Earth and Planetary Sciences (EPS) seeks applications for a preceptor. The preceptor will assist broadly with curricular activities, notably developing and teaching new lab and section content across the spectrum of earth sciences; hiring and training teaching fellows and teaching assistants (TFs and TAs); providing student sectioning and advising; reviewing lab equipment needs and overseeing purchasing and maintenance of core laboratory equipment; providing support for course web sites (iSites) and other computer and media support; and preparing laboratory manuals and other handouts. Working closely with EPS faculty, he or she will act as primary liaison between instructional staff and laboratory support group, as well as with the Bok Center for Teaching and Learning, to provide training for TFs and TAs. He or she will offer logistical support for coordinating and arranging course-related field trips. The duties of the Preceptor are carried out in close collaboration with faculty, graduate teaching fellows, and the academic administrator.

A strong doctoral record is preferred. The salary range for this position is \$47,900 to \$53,100 depending on qualifications and experience. The position is renewable on a yearly basis for up to eight years, contingent upon performance and curricular needs. For greater detail about this position and to apply, visit: www.eps.harvard.edu/openpositions.

Review of applications will begin March 15; preferences will be given to applications received by this date.

Harvard University is an Equal Opportunity/Affirmative Action employer. Applications from women and minorities are strongly encouraged.