

Biology Learning Lab Specialist, Full-Time
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=256922>

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Posted May 13, 2025, set to expire Sep. 10, 2025

Job Title Biology Learning Lab Specialist, Full-Time
Department All Jobs
Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted May 13, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Faculty Associate
Professional Staff

Academic Field(s) Sciences - Other
Sciences - Biological

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Job Description

Posting Details

Position Information

Position Title: Biology Learning Lab Specialist, Full-Time

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Requisition Number: FAC00517

General Description

The **Biology Learning Lab Faculty** member will provide instructional support to individuals and small groups of students enrolled in Biology courses, collaborate with faculty and staff to enhance student success, develop and deliver workshops, support outreach initiatives, and assist in the supervision and training of Biology tutors. The faculty member will also maintain instructional resources, incorporate technology into academic support, contribute to departmental assessment efforts, and participate in college service activities, while demonstrating a commitment to fostering an inclusive and supportive learning environment.

Teaching faculty are an integral part of the larger Academic and Student Success Division at CCP including Workforce Development or Career Training. The Academic and Student Success Division is a community of learners committed to student success as demonstrated through equitable and measurable outcomes, innovative practices, relevant curriculum, quality learning, and a rewarding student experience. As a minority-serving institution, CCP faculty contribute significantly to our collective efforts to improve student success and eliminate racial equity gaps through the utilization of inclusive and high-quality teaching practices.

#ID23

College Intro

Community College of Philadelphia is an open-admission, predominantly Black institution and a minority-serving institution which provides access to higher education for all who may benefit. CCP's Strategic Plan affirms the College's long-standing commitment to quality, access, affordability and upward mobility while including an emphasis on diversity, equity and inclusion. This plan firmly plants student success at the center of all efforts, establishing the means for each student to achieve their goals.

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Specific Responsibilities

- Provide instructional assistance to individuals and small groups of students in Biology courses.
- Collaborate with college faculty and the staff in the Learning Lab and Biology Departments on best practices for supporting students in Biology courses.
- Develop and conduct Biology, study skills and other appropriate academic support workshops for students.
- Outreach to students and faculty college-wide about support services in the Learning Lab.
- Ascertain the appropriate materials and learning aids, including computer software, are available through the Learning Lab for faculty, tutors, and students.
- Utilize technology for instructional purposes.
- Assist the Department Head and other Learning Lab Specialists in hiring, training, supervising, and evaluating tutors for Biology courses.
- Provide online tutoring support for students through the Learning Labs' Online Tutoring Program.
- Assist the Department Head in collecting, analyzing, and reporting data regarding the effectiveness of Learning Lab support services for students in Biology courses.
- Attend college-wide and departmental meetings as appropriate.
- Perform college-wide and departmental service activities as appropriate.
- Work appropriate hours in accordance with existing scheduling procedure, which may include evening, weekend, and possibly off-campus assignments.
- All other duties assigned by the Chair/Department Head of the Learning Lab Department.
- Maintain sensitivity, understanding, and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological and ethnic backgrounds.
- Commitment to the College's Mission: Demonstrate a sense of connection and responsibility for helping the College to achieve success through a commitment to its mission, vision, and values.
- External and Internal Community Relations: Actively participate in the academic life of the College; including participation in graduation, recruitment events, general assemblies, student life activities and other cross functional teams. Create learning opportunities for students inside and

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- outside of the classroom including opportunities to teach dual-enrollment high school students.
- **Collaboration:** Communicate effectively, share vision, focus on people, initiate positive change, value differences and foster collaboration. Work with and inspire others to achieve college, department, and individual success. Proactively identify/address problems.
 - **Respect for Diversity:** Establish an inclusive environment in the classroom. Demonstrate an understanding of, and sensitivity to, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of the College's faculty, staff and students.
 - **Assessment:** Full participation in the assessment of student learning and student learning outcomes at the course, program, and institution levels.
 - **Student Success:** Strive for excellence in teaching, applying best practices in the field of discipline, and modeling behaviors that encourage student success and retention. Utilize innovative teaching strategies and technologies for online learning and other technology tools to meet the learning needs of a diverse student population. Maintain office hours to meet with students outside of the classroom and respond to questions or concerns.
 - **Leadership and Development:** Commitment to professional learning and growth, student mentoring, and service to the profession. Remain current in the use of technology, developments within the field of discipline, and developments related to teaching and student success.

Minimum Qualifications

- Masters' degree in Biology or closely related field required. Any and all degree(s) must be from a regionally accredited institution of higher learning.
- Knowledge of Anatomy and Physiology required.
- Experience working with multiple institutional constituents to implement, assess, and enhance institution-wide programs required.
- Excellent interpersonal, written and oral communication skills required.
- Demonstrated ability to develop measurable outcomes and assessment strategies to formulate data-driven decision making and achieve strategic planning initiatives required.
- Demonstrated experience in creating and promoting learning-centered student activities and innovative student development methodologies that promote and cultivate student engagement required.
- Demonstrated proficiency in MS Word, Excel, and PowerPoint required.
- Exceptional organization and planning skills and ability to collaborate with others required.
- Ability to work effectively with an ethnically and culturally diverse campus community required.
- Understanding of and appreciation for the mission of an urban community college required.

Preferred Qualifications

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- Doctorate degree preferred.
- Three years teaching experience at the post-secondary or secondary level and experience with adult learners preferred.
- Community college experience preferred.
- Demonstrated proficiency in Banner preferred.

Work Location: Main Campus

Benefits Summary

Benefits:

"Success Starts Here" at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.

Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts

Additional College benefits:

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:

<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or Rank: 5 or 6

Min Salary/Hourly Rate: \$56,095

Max Salary/Hourly Rate: \$96,558

Job Posting Open Date: 05/12/2025

Position Type: Faculty

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Employment Status: Full-Time

Special Instructions to Applicants

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

Community College of Philadelphia is an equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?
 - CareerBuilder.com
 - HigherEdJobs.com
 - LinkedIn
 - The Chronicle
 - Veterans Job Fair
 - Professional & Technology Diversity Career Fair
 - AL DIA - Diversity Career Fair
 - Community College of Philadelphia Website
 - Indeed.com
 - Other
2. If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

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(Open Ended Question)

3. * Do you have at least a Master's degree in an area of the Biological Sciences?
 - Yes
 - No
4. * Do you have knowledge of Anatomy and Physiology?
 - Yes
 - No
5. * Do you have at least three (3) year's teaching experience at the post-secondary or secondary level along with experience with adult learners?
 - Yes
 - No
6. * Do you have experience working at a community college?
 - Yes
 - No
7. * Are you bilingual?
 - Yes
 - No

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. References
2. Other Document (See Special Instructions to Applicant)

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Abby Ametrano Aametrano@ccp.edu
All Jobs
Community College of Philadelphia

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