

Job Available: Samford University 2014 REU Program Coordinator

<https://www.samford.edu/jobs/job.aspx?id=21474860683>

The Summer Coordinator of the Research Experience for Undergraduates (REU) program is responsible for the daily on-site supervision of and coordination of RUE program activities and logistics, including transportation, for 12 research students. Successful applicants will work closely with the mentors and with the Grant Principal Investigators on all aspects of the design, implementation, and evaluation of the 2014 REU program. This position is open to recent Ph.D. graduates and Ph.D. students who have advanced to candidacy.

This position is based at Samford University and Oak Mountain State Park in Birmingham, Alabama, from May 27 to August 15, 2014. Dormitory housing provided while students in residence. Benefits are not offered with this position.

Under direction from the Principal Investigators, the REU Coordinator will:

- * Provide on-site supervision of and coordination of daily program activities and logistics
- * Facilitate communication between students and Samford faculty mentors
- * Address specific medical, psychological, and relevant personal needs of the REU students as they arise
- * Coordinate and implement assessments, ethics sessions, workshops, and seminars
- * Help students to develop research design, statistics, and scientific writing skills
- * Fulfill the expectations and program directives of NSF
- * Uphold the policies, rules, and requirements of Samford University, NSF, and the REU program
- * Hold regular office hours for students and mentors to deliver needs and concerns
- * Evaluate student research workers
- * Provide daily transportation of students to research site(s) and field trips using a 15-passenger van on interstates, back roads, and small dirt roads
- * At the completion of the program, assist in assembling the NSF report, SU report, and program course book

The above statements describe the general nature of the job and are not an exhaustive list of all responsibilities, skills, and duties.

Required Qualifications

- * Must have a Ph.D. or M.Sc. in biology, ecology, organismal biology, conservation biology, or related fields to supervise student research, assist with professional presentations on science methods and ethics, and assist with statistical analysis, science writing, and preparation of final presentations. (Ph.D. students who have advanced to candidacy and are approaching the

completion of their degree are also encouraged to apply.)

- * Employment history or educational background must reflect professional research experience in biology, along with scientific writing, scientific presentations, and publication.

- * Employment history or educational background must indicate previous professional experience in supervision of undergraduate research.

- * Employment history or educational background must indicate experience in statistical data analysis (knowledge of SPSS or R is a benefit).

- * To comply with insurance requirements, applicants must be 25 years old, own a valid driver's license, and have the skills to drive a 15-passenger van on interstates, back roads, and small dirt roads.

- * Must be available to report to work daily, no later than 8:00 a.m., and work flexible hours during evenings and weekends.

- * Must be accessible to students (at least electronically) for emergencies at any hour.

- * Must be physically able to maneuver a 15 passenger van, walk some distances, hike over difficult terrain and carry a minimum of 25 pounds.

- * Applicants must be available to work evenings and weekends.

Apply for this job

Submit resume and cover letter with a description of relevant experience:

Office of Human Resources

Samford University

800 Lakeshore Drive, Birmingham, AL 35229

FAX: (205) 726-4027

Email: humanres@samford.edu<mailto:humanres@samford.edu?subject=Job%20Application>