

Senior Lecturer, Bioinformatics and Data Science

Approval Date:

Reports To: Assistant Dean

Approved By: Executive Dean & CEO

FLSA Status: Part Time Exempt

The Foundation for Advanced Education in the Sciences (FAES), Inc., is an entrepreneurial non-profit organization, located at the National Institutes of Health in Bethesda, Maryland, which conducts advanced educational programs and activities to promote the productivity and attractiveness of professional life on the NIH campuses. FAES programs complement the work of NIH in accomplishing its mission of research and training in the biomedical sciences and FAES seeks to continue to create and sustain cutting-edge programming in all operational areas. We provide full-service event and conference management services as well as limited housing for members of the NIH community and affiliated organizations.

Position Description: The Senior Lecturer reports to the Assistant Dean of Education and is considered a subject matter expert (SME) in the design, development, and deliverance of material using a range of methods and platforms. The Senior Lecturer will create course material and curricula while engaging with students and inspiring meaningful discussions. This role will be an active member of the FAES Academic Programs team, will demonstrate superior communication skills, and is expected to collaborate effectively within the organization and with outside professionals.

Responsibilities:

- Organize, develop, and teach at least 10 online and in-person (when permitted) credit and non-credit initiatives (e.g., courses, workshops, etc.) per academic year in bioinformatics and data science (or equivalent)
- Recruit, interview, train, and coordinate course and workshop instructors
- Review and analyze bioinformatics course and workshop curricula and evaluation feedback; modify course and workshop offerings and contents as appropriate
- Propose and develop new bioinformatics courses and workshops in alignment with scientific trends and community needs to ensure that FAES educational offerings remain on the cutting-edge, meet the needs of FAES students, and comprise a cohesive bioinformatics program
- Participate in outreach to develop partnerships with universities, institutions, and companies
- Advise students in FAES-NIA-UMBC partnership and other similar partnerships
- Communicate and collaborate closely with existing internal and external partners to foster, maintain, and grow partnership agreements
- Communicate and collaborate closely with Executive Dean, Assistant Dean, Biotechnology Program Specialist, and other FAES team members to ensure coordinated operations and communications
- Perform ad hoc projects and assignments as needed

Qualifications:

- Ph.D.
- 10 years of relevant experience
- Proficiency in industry-standard software and hardware
- Ability to conceptualize and produce original content
- Ability to multi-task and work cooperatively with others
- Excellent problem-solving skills, attention to detail, and the ability to effectively multi-task

- Outstanding communications skills with strong interpersonal, written and verbal skills
- Strong time management and prioritization, planning and organizational skills
- Ability to effectively interface with staff, students, and faculty
- Solid proficiency in MS Office (Word, Excel, PowerPoint, etc.)
- Must be able to pass a NIH background check to be employed at FAES

Preferred knowledge, skills, and abilities:

- Understanding of pedagogical best practices for adult learners
- Proficiency in troubleshooting and working collaboratively in a fast-paced environment

Physical Activity Requirements: Must possess mobility to work in an office setting and to use standard office equipment, including a computer, stamina to maintain attention to detail despite interruptions, strength to lift and carry boxes weighing up to twenty-five (25) pounds, and be seated for extended periods.