

Academic Specialist
Department of Mechanical & Industrial Engineering
Northeastern University
Boston, MA 02115

Responsibilities

The Department of Mechanical and Industrial Engineering at Northeastern University invites applications to fill a non-tenure-track Academic Specialist position. The main responsibility of the Academic Specialist position is teaching. The Academic Specialist will also participate in department, university and professional service activities.

Course assignments related to mechanical engineering may be at both the undergraduate and graduate levels within the department, with primary emphasis on undergraduate courses. For courses that have laboratory components, the Academic Specialist, in close collaboration with the Faculty, is expected develop new labs and to provide support and training to TAs. In this capacity, the Academic Specialist will interact with Department Laboratory Manager regarding equipment maintenance, laboratory procedures and setup, materials and supplies. The course load can be up to 6 courses per academic year.

This position includes service responsibilities to the department and university related to the academic mission of the department. National and international professional service activities are possible at the discretion of the Academic Specialist and the Department. The person will report to the Department Chair and will coordinate closely with the Department Laboratory Manager.

Qualifications

Ph.D. in Mechanical Engineering. Experience in teaching undergraduate and/or graduate students. Excellent written and oral communication skills. Familiarity and working expertise with analytical laboratory instruments.

Additional Information

The Academic Specialist will develop course content and prepare lectures and other course delivery material; conduct a full range of operations and maintenance activities in department laboratories; advise students; and perform service to the department, university, and profession. The Department establishes the key responsibilities for the position, including breakdown of activities between teaching, laboratory operations and maintenance, and service.

How to Apply

Applicants are asked to submit materials online by visiting <http://www.northeastern.edu/hrm/> to requisition Number 114341.

Applications should include a cover letter that includes a statement of teaching and research interests, laboratory instrument expertise, curriculum vitae, and contact information for at least three references. Screening of applications begins in October, 2011 and will continue until the position is filled. More information regarding this position may be obtained by contacting Search Committee Chair Professor Sinan Müftü at s.muftu@neu.edu.

Equal Employment Opportunity

Northeastern University is an Equal Opportunity, Affirmative Action Educational Institution and Employer, Title IX University. Northeastern University particularly welcomes applications from minorities, women, and persons with disabilities.