

## **Assistant Chair of Biomedical Engineering and Lecturer**

**Employment Status** Full Time

**Position Status** Regular

**Position Type** Staff

**Position Overview** The assistant chair will assist the chair of biomedical engineering in the administration of undergraduate and graduate programs. The assistant chair will also contribute to the educational programs in the department through course teaching and outreach efforts.

**Essential Functions** The assistant chair will perform administrative duties associated with the undergraduate and graduate functions of the department. These duties include management of department-level activities, scheduling, completion of degree audits, academic accreditation, outreach activities, and student advising. The assistant chair will also participate in curricular development and teaching activities.

**Duties and Responsibilities**

1. Manage or assist in instruction of courses in the department, such as the freshman modular course
2. Perform outreach activities for the department, including assisting prospective undergraduate and graduate students, and managing outreach events
3. Participate in curricular meetings
4. Advise students on course selection and assist the chair in advising students in the co-op program
5. Manage course scheduling and implementation
6. Perform degree audits at the undergraduate and graduate levels
7. Maintain ABET accreditation materials
8. Perform other duties and responsibilities as required, assigned, or requested

**Required Knowledge, Skills and Abilities** Degree in Biomedical Engineering or related area. 3-5 years of related experience. Knowledge and experience in Biomedical Engineering education and curricula. Administrative experience with both data and personnel.

**Preferred Knowledge, Skills and Abilities** Ph.D. in Biomedical Engineering or related area, industrial experience or equivalent. Knowledge of Marquette's Biomedical Engineering Program and curricula. Experience in teaching at the college level.

**Department** Biomedical Engineering <http://employment.marquette.edu/postings/8519>