Instructor
“Assistant Director of Education Programs”

Occupational Summary

The Duke Science & Society Assistant Director of Education Programs (ADEP) will teach both graduate and undergraduate courses and administer undergraduate and graduate educational programs within Science & Society.

Work Performed

As a faculty member within Science & Society, you will teach 2 courses per year. Beginning in Fall 2021, you will teach 2 courses per year, which will be listed in Science & Society and cross-listed by affiliated programs, as applicable. These courses will be determined by the Director of the Duke Initiative for Science & Society based the curricular needs of Science & Society and on your interests.


The ADEP advises our Master’s in Bioethics, Tech Ethics, & Science Policy students. You will track student programmatic requirements, manage student records, maintain course schedules, keep a database of student information, and provide reports on this information to S&S leadership. The ADEP will manage Master’s student practicums, and act as a liaison between practicum host, academic advisors and the students. You will conduct internship evaluations, and plan and coordinates Master’s student final exams. You will organize the MA Final Exams, recruiting and seeking approval of Committee Members and, as appropriate, will sit on MA Final Committees.

You will oversee the approval, cross-listing and scheduling of all Science & Society classes and will undertake course evaluations for courses offered by Science & Society.

The ADEP serves as the administrative lead of all aspects of the Huang Fellows Program, now in its sixth year. You will be the operational lead for the execution of Huang Fellowship events and programs, working in concert with offices throughout the University. This position leads program promotion, applications, and candidate selection. You will assist in designing and executing the summer fellowship and yearlong program curriculum. You will serve as program lead for student assignments, such as student essays, podcasts, and science kits. The position will oversee lab placements, communicate with principal investigators, and ensure that the Fellows maintain program requirements. As ADEP, you will provide direction for the Huang Fellows annual symposium, led by students. This position will design, manage and execute the Huang Fellows Mentorship Program. The ADEP produces a quarterly report to S&S Management regarding Huang program activities, progress against objectives, and expenses to date. This position will evaluate program effectiveness and offers recommendations for additions and/or improvements.
The ADEP will serve as the operational lead for faculty and for students enrolled in Science & Society education programs, including the Masters in Bioethics, Tech Ethics, & Science Policy, the Science & Society undergraduate Certificate, and FOCUS cluster. This position provides the primary liaison with other graduate and undergraduate departments to coordinate courses and program business.

The ADEP will supervise and/or coordinate with other program staff, which may include a Program Coordinator, an Event Manager, Staff Assistant, and student workers who administer curricular and extracurricular programming.

Please note. This is a non-regular rank faculty appointment initially valid through June 30, 2021. Renewal will be based on performance and availability of funding.

To apply:

Please apply via :https://academicjobsonline.org/ajo/program/17797