

Schedule 1.

**Position Description: Tropical Marine Conservation Biology
Faculty**

Reports To: Dr. Rita Peachey
Location: CIEE Research Station Bonaire



MISSION STATEMENT - CIEE Research Station Bonaire

Our mission is to provide outstanding educational opportunities to students in Tropical Marine Ecology and Conservation. We strive to provide interdisciplinary marine research opportunities for CIEE students as well as visiting scientists and their students from around the world. Collaboration with ongoing local research and conservation efforts is basic to our mission as is our commitment to provide scientific data, analysis and support to Bonaire's environmental, educational and governmental entities.

Part One - Basic Function

The TMCB faculty is responsible for supporting the Director in her/his efforts to assure the quality and success of the study abroad program offered in Bonaire. The position is responsible for teaching Tropical Marine Conservation Biology, Marine Ecology Field Research Methods and co-teaching Independent Research during the semester. Teaching assignments are subject to change as needed due to enrollments or other program changes.

Part Two - Specific Duties

ACADEMIC:

- Weekly instruction and field trips during the semester
- Prepare student grade reports promptly at the conclusion of the program
- Teach and manage all aspects of the courses for which you are responsible
- Meet with course Co-instructors, Assistant Instructors and Teaching Assistants each week for each course to plan and assign specific duties
- Participate in the appropriate evaluation mechanisms for courses

STUDENT SERVICES:

- Hold regular and well-publicized office hours – this will be at least once a week in the evenings during study hall
- Meet with individual students, as necessary
- Assist with oversight of the Library as part of the Team
- Assist with maintenance and oversight of the Laboratory as part of the Team

HEALTH AND SAFETY:

- Assist with orientation of participants upon arrival and as needed during the session. Includes: information on safety, health, legal, environmental, political, cultural, and religious conditions in the host country, and appropriate emergency response measures
- Provide appropriate advice and warning to participants during the program in order to help them minimize risk and enhance their individual safety
- In cases of serious health problems, injury, or other significant health and safety circumstances, maintain good communication among all program sponsors and others who need to know
- Assist in emergency preparedness and crisis response
- Communicate to participants applicable codes of conduct and the consequences of non-compliance. Take appropriate action when aware that participants are in violation

OUTREACH and CIEE ACTIVITIES:

- Participate in CIEE's Outreach program
- Give short lectures or lead activities for school students - up to twice a month
- Attend lectures hosted by CIEE by visiting scientists and
- Assist with preparations for visiting groups
- Participate in CIEE events as a Team Member: e.g. Orientation, Lecture series, Welcome BBQs, games, bike rides, farewell activities, greet at airport, etc.

RESEARCH

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- All research conducted at CIEE is done with permission of the Director (Head of Research at CIEE)
- Assistance with the Long Term Research program and other ongoing research will be expected
- Assistance with publications, data analysis, and grant proposals is expected
- All data collected at CIEE with CIEE resources belongs to CIEE Foundation and can be used with the explicit permission of the Director – terms are in the Data Sharing Agreement

DIVING:

- Stay up to date on all dive certifications including EFR, DAN O2 Rescue, Dive Certification
- Meet all requirements of diving with CIEE under AAUS guidelines
- With the assistance of the Dive Safety Officer: Become knowledgeable regarding all dive guidelines in the Dive Safety Manual, plan dives, submit dive plans to the Dive Safety Officer in advance and practice excellent diving safety at all times

OTHER:

- Support all CIEE staff to ensure everyone has the help they need to support the academic program, dive program, facilities, logistics, and maintenance
- Other duties as assigned

Part Three - Accountability

The TMCB Faculty is accountable for:

- Delivering high-quality courses
- Maintaining, together with other members of CIEE, CIEE's commitment to providing and preserving a safe and supportive environment for students and employees in which individual ideas and uniqueness are recognized, valued, and given the opportunity to grow
- Maintaining professionalism with students, staff and the public at all times
- Must be an exemplary ambassador of CIEE Research Station Bonaire and its mission
- Act within the guidelines set out in the Staff Handbook, Dive Safety Manual and Data Sharing Agreement

Part Four - Judgment, Decision-Making, and Planning

- Respond quickly to CIEE HQ requests
- Respond quickly to student and/or sending schools needs
- Responsible for the complete planning of the academic and management aspects of each course

Part Five - Knowledge and Skills

- Education—Ph.D. in appropriate discipline
- Experience—Must have prior experience teaching at the university level
- Language/Culture—have knowledge of the host country culture
- Academic—Must have an in-depth knowledge of U.S. academic institutions and their culture. Must have the ability to function well in a complex institutional framework, have a high tolerance for ambiguity, flexibility, and the ability to respond quickly and appropriately to changing circumstances
- Interpersonal skills—Must be able to engender the trust and confidence of students and be able to deal effectively with a wide variety of often sensitive issues
- Superior written and verbal communication skills—Must be able to effectively communicate with students, staff and faculty
- Integrity—Must be a role model for professionalism and commitment to company values and stated goals. Must exhibit such professionalism both internally and externally (for students, parents, faculty, and industry partners)

Part Six - Confidentiality

- The Conservation Biology faculty has access to student applications and student records.
- S/he is privy to information regarding:
 - Student progress and performance
 - Student personal issues
 - Employee management and compensation

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The individual in this position must be able to simultaneously balance confidential information and information that can be/needs to be shared in order to effectively solve variety of different issues. The individual must show superior judgment when dealing with confidential information.

Part Seven - Contacts

Internal: The Conservation Biology Faculty works closely with all staff and management (onsite and in the home office) to accomplish stated goals and objectives.

External: S/he works with:

- CIEE Research Station Bonaire faculty and staff
- Students
- Representatives from the host institution and the host country
- Other local representatives to arrange events, activities, and to establish various procedures (e.g. emergency)

Part Eight - Working Conditions

All staff at CIEE Research Station Bonaire should be confident in knowing what to do in an emergency and be prepared to respond to any emergency that might arise. The TMCB faculty is a full-time teaching position. It is expected that faculty will not engage in outside activities for compensation without the written permission of the Director.