

JOB DESCRIPTION

TITLE: Assistant Professor of Biology

DEPT: Arts and Sciences

REPORTS TO: Chair of Science Department

FLSA: Exempt (10.5 months)

SALARY: \$69,519 - \$74,000
(*Commensurate with education and experience*)

POSITION SUMMARY:

The position has primary responsibilities for teaching undergraduate biology courses, including human physiology, microbiology, molecular and cellular biology, general biology, and introductory biology. Faculty will attend university meetings as required, advise candidates, and maintain an active program of professional development. This position may be required to teach at one or more regional locations.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Represents Heritage University in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learn and use operating practices of the department and Heritage University.
2. Upholds the Heritage University Mission Statement.
3. Teaches lecture and laboratory classes in human physiology, microbiology, molecular and cellular biology, general biology, and introductory biology.
4. Provides academic assistance to students in the biology program outside of normal class hours and demonstrates a willingness to work with and motivate these students, such as supervision of independent projects and workshops to better prepare students for academic success.
5. Develop curricula and innovative teaching materials for biology courses.
6. Advises and mentors students in the biology program on a broad range of topics including degree requirements, strategies for academic success, and career opportunities in biology.
7. Maintains and expands collaborations with partner institutions to place students in summer research internships.
8. Writes grant proposals to support undergraduate science students and research projects.
9. Contributes to science department degree programs improvement with focus on regional needs.
10. Handles confidential information with tact, discretion, and in compliance with FERPA regulations.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. A Ph.D. degree in Human Physiology, Microbiology, Molecular and Cellular Biology, or related fields from an accredited institution is required. (*Candidates must have completed a Ph.D. at time of application or be expecting to complete a Ph.D. by August 1, 2026.*)
2. Ability to teach various undergraduate biology courses, including human physiology, microbiology, molecular and cellular biology, general biology, and introductory biology.

3. Working knowledge in electrophysiology equipment, undergraduate physiology and microbiology labs, media preparation, microbiological/biohazard storage and disposal, autoclaves, centrifuges, ovens, SDS-PAGE, PCR, culture and sterilization techniques, and CDC and OSHA regulations.
4. Experience in teaching diverse groups of students is preferred.
5. Excellent written, verbal, and interpersonal communication skills.
6. Compatibility with a highly collegial, service-oriented faculty dedicated to improving education in diverse settings.
7. Experience and expertise in instructional strategies for students with English as a second language.
8. Demonstrated skill in using technology as management, assessment, and teaching tools.
9. Demonstrated experience in grant writing in the sciences.
10. Experience or the desire to teach via alternative delivery modes is desired.
11. Initiative, commitment to accomplishment, adaptability, and sensitivity to program and candidate needs.
12. Personal transportation and willingness to travel.
13. Strong interpersonal, organizational, and oral and written communication skills.
14. Previous successful work experience with culturally diverse populations a plus.

Other Duties and Responsibilities:

- Assist department chair with continual program development.
- Participate in unit meetings and other university-wide activities/committees.
- Other duties as outlined in the Faculty Handbook.

BENEFIT PACKAGE (*benefit eligible is at least .75 FTE*):

- Health Benefits - medical, dental, and vision
- No cost life insurance.
- Paid Time Off
- 21 Paid Holidays
- Matching 403(k) Contribution after a year of service.
- Tuition Waiver Program- 6 month waiting period
- Additional plans are available for purchase. This includes AFLAC and additional life & ADD insurance.
- Many other employee engagement programs.

APPLICATION INFORMATION AND DEADLINE: *Priority consideration will be given to complete applications received by May 15, 2026. Review of complete applications, with items listed below will continue until the position is filled.*

- Cover letter (please address all position qualifications – required and preferred)
- Curriculum Vitae
- Teaching Philosophy
- Unofficial Transcripts
- Three (3) Reference Letters
- HU Employment Application

Link: [HU Application](#)

Qualified candidates may submit application material to: HumanResources@heritage.edu or
Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948

Heritage University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action.