



## **Job Description of Graduate Teaching Assistant and Research Assistant Positions**

### **✚ Graduate Teaching Assistant**

#### **Position No. 1: Teaching Assistant, College of Science and Technology**

**(Position closed)**

Responsible for performing teaching or teaching-related duties to assist faculty members, professors, department heads and other faculty. Proctor exams, grade tests and homework, and record grades in grade book. Assign material in class as needed. Prepare and deliver lecture for laboratory and provide instruction to students during laboratory sessions and outside of class as necessary. Typical duties include but are not limited to:

- 1) Assist faculty with such tasks as lectures, data entry, exams, tutoring and laboratory research, at times being responsible for an entire undergraduate course (e.g. BIO 1000, BIO 1300, CPS 1032)
- 2) Observe other teacher lectures in your department and assist in writing supplementary lecture notes, answer keys and visual aids
- 3) Assure the proper setup and cleaning of labs and enforce laboratory rules to maintain a safe and educational environment
- 4) Develop, write and proctor examinations, and then record and post grades outside the class location and online
- 5) Assist students with course material during office hours, and answer emails from students to ensure proper understanding of the course material



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- 6) Serve as the administrator for the course discussion thread online and update the online course page with current due dates, assignments and class hours to make sure everyone has access to updated information
- 7) Acquire all materials needed for course instruction, including textbooks and various supplies to make sure instruction can fully proceed

**Position No. 2: Teaching Assistant (Adjunct Lecturer for General Studies GE 1000), College of Liberal Arts (Position closed)**

**About the Job**

General Studies: Transition to Kean at WKU – this first-year seminar course is required for all incoming freshmen. Instructors will engage with new students through professional interaction, cultivating personal development, life-long learning and foundation skills essential skills for college work. This course is a graduation requirement for all students. Interest or experience in using advanced instructional technologies to improve the teaching/learning process is highly desirable.

**Course Schedule**

GE 1000 classes meet once a week for 75 minutes. We are seeking applicants to teach Mondays – Fridays from 4:00 pm – 5:15 pm.

**Qualifications**

A master's degree is required. English fluency is required for this position.

**Position No. 3: Teaching Assistant, English Language Center**



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**(Position closed)**

**Responsibilities:**

- 1) Offers one-on-one/group tutoring services and workshops to students
- 2) Collects and compiles learning resources
- 3) Assists students in developing test preparation skills

**Requirements:**

- 1) Passion for English teaching and devotion to student learning support
- 2) Patient and friendly attitude, good communicational skills
- 3) Excellent oral and written communication skills, high proficiency in both Chinese and English

**Position No. 4: Activity Assistant, English Language Center (Position closed)**

**Responsibilities:**

- 1) Investigates and analyzes students' needs and interests
- 2) Plans creative English activities and designs promotional materials
- 3) Implements activities that accommodate students with special needs
- 4) Assists the participants in activities
- 5) Evaluates the effectiveness of the activity
- 6) Writes the activity report/post

**Requirements:**

- 1) Compassionate and friendly attitude, good communication skills



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- 2) Excellent organizational skills and attention to detail
- 3) Graphic design skills, familiarity with design software and publishing tools
- 4) Excellent oral and written communication skills, high proficiency in both Chinese and English
- 5) Ability to use different types of photographic equipment and photography software

## Graduate Research Assistant

### **Graduate Research Assistants for Doctor of Educational Leadership (Ed.D.), Biotechnology Science (M.S.), and Instruction and Curriculum (M.A.) Programs (RA for Ed.D. position still open, others closed)**

Under the supervision of a regular faculty member conducting the research project, the Research Assistant is responsible for assisting the faculty member in a variety of tasks which may include preparing resources and materials for the research, documenting results, etc. in support of the research activities. Typical duties include, but are not limited to:

- 1) Research and collects data through techniques and procedures, library research, structured interviews or other project specific methodology.
- 2) Interprets, synthesizes and analyzes data.
- 3) Schedules, organizes and reports on status of research activities.
- 4) Plans and modifies research techniques, procedures, tests, equipment or software management.
- 5) Writes and edits materials for publication and presentation.



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- 6) Meets with faculty supervisor on regular basis to maintain ongoing communication regarding the quality of the assistant's performance.
- 7) Performs other related duties as required.