



温州肯恩大学  
WENZHOU-KEAN UNIVERSITY

## **Job Description of Graduate Teaching Assistant and Research Assistant Positions 2021**

### **+ Graduate Teaching Assistants (GTA)**

A Graduate Teaching Assistant is responsible for performing teaching or teaching-related duties to assist faculty members, professors, department heads and other faculty, under the supervision of the course coordinator.

**\*Please note a GTA with half assistantship is required to teach 1 section, and a GTA with full assistantship is required to teach 2 sections.**

### **Teaching Assistant (Adjunct Lecturer for General Studies GE 1000),**

#### **College of Liberal Arts**

**Number of the position: 8**

#### **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 among 8:30 am – 9:45 am, 11:30 am – 12:45 pm, 2:30 pm – 3:45 pm, 4:00 pm – 5:15 pm, or 5:30 pm – 6:45 pm.

#### **Qualifications**



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English fluency is required for this position. Students with Ed.D. and TESOL background are preferred.

### **Architecture (M.Arch) Graduate Teaching Assistant**

**Number of the position: 1**

Responsible for performing teaching or teaching-related duties to assist faculty members, professors, department heads and other faculty. Tutor students in studio, grades homework, and records grades in grade book. Assigns material in class as needed. Prepare and deliver lecture for studio and provide instruction to students during studio 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 studio, at times being responsible for an entire undergraduate course.
- 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 of studios and enforce studio.
- 4) Develop and 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
- 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
- 8) Assist students on site for courses taught online such as studio and representation.

### **Biotechnology Science (M.S.) Graduate Teaching Assistant**

**Number of the position: 1**



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Responsible for performing teaching or teaching-related duties to assist faculty members, professors, department heads and other faculty. Proctors exams, grades tests and homework, and records grades in grade book. Assigns 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
- 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
- 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

## Graduate Research Assistants (GRA)

**Graduate Research Assistants for Doctor of Educational Leadership (Ed.D.), Architecture (M.Arch.), Biotechnology Science (M.S.), Computer Information Systems (M.S.) and Instruction and Curriculum (M.A.) Programs**

**Number of the position:**

- 1) 2 GRAs for Doctor of Educational Leadership (Ed.D.)



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- 2) 2 GRAs for Architecture (M.Arch.)
- 3) 4 GRAs for Biotechnology Science (M.S.)
- 4) 1 GRA for Computer Information Systems (M.S.)
- 5) 4 GRAs for Instruction and Curriculum (M.A.)

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.
- 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.

**\*Please note a GRA with half assistantship is required to work 10 hours per week, and a GRA with full assistantship is required to work 20 hours per week.**