**Graduate Assistant Job Description – SMART Technology Innovation Center**

**Position: Graduate Assistant (GA)**

The SMART Technology Innovation Center is seeking a motivated and entrepreneurial Graduate Assistant (GA) to support the center's ongoing initiatives. The GA will have various responsibilities, including researching the impact of emerging technologies, experimenting with SMART connected technologies, and assisting with the assessment and evaluation of education technologies. This is a unique opportunity to contribute to a vibrant and growing center dedicated to innovation and the advancement of technology in education.

**Key Responsibilities:**

1. **Technology Research:** Investigate and research the impact of emerging technologies on teaching, learning, and the workforce. Stay ahead of the technology curve and provide recommendations on potential applications and implications.
2. **SMART Connected Technologies:** Actively explore and experiment with SMART connected technologies. Test, evaluate, and provide feedback on these technologies to further our understanding of their potential.
3. **Assessment and Evaluation:** Assist in the assessment and evaluation of education technologies. This includes collecting and analyzing data, preparing reports, and making recommendations for future use.
4. **Professional Development and Training:** Support the professional development and training of faculty, staff, students, and community stakeholders. This includes preparing and delivering training materials, leading workshops, and providing one-on-one guidance.
5. **Inventory Management:** Assist in the inventory management of technology, ensuring accurate tracking and maintenance of resources.
6. **Multimedia Assistance:** Utilize multimedia tools to aid the SMART Team in various projects. This includes creating presentations, videos, and other digital content.

**Qualifications:**

* Currently enrolled in a graduate program, preferably in a field related to technology, education, or a similar discipline.
* Strong interest in technology and its application in an educational setting.
* Excellent research skills and the ability to analyze and synthesize complex information.
* Experience with SMART connected technologies or similar systems is a plus.
* Excellent verbal and written communication skills.
* Strong organizational skills and attention to detail.

**Application Process:**

Interested candidates should submit the required documents (CV/Resume, Cover Letter, Letter of Reference, GA Application Form) to titleiii.hbgi.ga@gmail.com. Your cover letter should outline your interest in the position, your relevant experience, and your perspective on how emerging technologies can impact teaching, learning, and the workforce.

The SMART Technology Innovation Center is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

For any queries or additional information about this position, please contact Dr. Chisom at dcisom@tnstate.edu