**Job Title:** Research Assistant/Teaching Assistant

**Department:** Department of Teaching & Learning

**Summary:** The Research/Teaching Assistant assists with research projects related to education as well as teaching tasks. Duties will include literature review, data collection and analysis, and writing and editing research reports and grading papers and exams, leading discussion sections, and providing tutoring to undergraduate students. The ideal candidate will have strong research & teaching skills, excellent communication skills, and a passion for education.

**Essential Duties and Responsibilities:**

* + Conduct literature reviews on educational topics
  + Collect and analyze data related to educational research
  + Write and edit research reports
  + Assist with the development and implementation of research projects
  + Grade papers and exams
  + Lead discussion sections and/or prepare and deliver lectures
  + Provide tutoring to students
  + Assist with the development and implementation of course materials
  + Attend some faculty meetings and departmental events
  + Other duties as assigned

**Qualifications:**

* + Master's degree in education or a related field
  + Strong teaching skills
  + Excellent communication skills
  + Passion for education
  + Ability to work independently and as part of a team
  + Excellent time management skills