

Teaching Assistant/Research Assistant Position
Health Care Management Program
School of Allied Health

Responsibilities:

1. Assist with D2L issues; set up and monitoring of courses. Proficiency in D2L required.
2. Proctor and/or assist in the development of classroom activities, face to face and online, as assigned by instructor.
3. Assist in the coordination of program meetings attending when requested. Knowledge or willingness to independently learn how to use DoodlePoll required.
4. Assist with program assessment activities and certification/accreditation reports. Knowledge of Excel and Word required. Knowledge or willingness to independently learn how to use Survey Monkey also required.
5. Communicate professionally and in a timely manner with health care executives, faculty, and/or administrators as instructed regarding program activities and/or research initiatives.
6. Post grades and communicate professionally and in a timely manner with students at both undergraduate and graduate levels.
7. Assure students are abiding by course syllabi standards as assigned by instructor of record.
8. Develop and disseminate marketing materials for undergraduate and graduate programs as instructed by Program Director.
9. Be detail oriented with a focus on accuracy, capable of handling classes in varying formats, ability to follow instructions with precision, and work independently while maintaining a consistent schedule of working hours from week to week.
10. Assist with research initiatives within the HCM program as instructed by the Program Director.
11. Other duties as assigned.

Contract Period: 1/1-5/15/17

Deadline to Apply: 12/16/16

% of time – 50%

To apply, email resume, copy of spring 2017 class schedule, and list of three references to skcollin@siu.edu.