

Teaching Assistant/Research Assistant Position
Radiologic Sciences Program
School of Allied Health

Responsibilities:

1. Grading and uploading assignment/assessment material to D2L.
2. Assist with the coordination of meetings and meeting minutes.
3. Develop spreadsheets using Excel regarding program assessment or other program needs.
4. Develop and construct program manuals.
5. Assist in research for the program and Program Director.
6. Troubleshoot D2L issues.
7. Assist with the coordination of program events such as advisory board meetings and/or award ceremonies.
8. Assist in the development of marketing material and updating the program website.
9. Assist with gathering assessment data and data entry from program instructors.
10. Assisting with lab preparation and various lab duties
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, list of three references, copy of spring 2017 class schedule, and sample writing assignment to rmck@siu.edu.