Research Assistant

G.A. Position: Research Assistant

Department: Secondary Ed./Foundations of Ed.

Supervisor: Dr. Edwin P. Christmann

Job Description:

Job Functions/Responsibilities:

- Maintains a database of students interested in the graduate math/science education program
- Is available to work half of their hours cooperatively with the Tutoring Center to provide review sessions associated with undergraduate mathematics and/or science courses
- Assists in the recruitment of graduate students
- Is responsible for maintaining records and having hours when graduate students can visit the math/science resource center to sign out materials and/or equipment needed for the class assignments and field experiences
- Performs the administrative functions associated with the mathematics/science teacher colloquium
- Assists faculty with the Directed Field Experience course, SEFE 677, by helping with microteaching sessions and with the placement of students, as needed
- Provides clerical assistance for SEFE 701, Seminar and Supervised Student Teaching in the Secondary School
- Conducts literature reviews for department faculty interested in pursuing external funding
- Assists faculty in maintaining up-to-date resources for graduate courses by periodically monitoring sites on the internet in mathematics/science teacher education and providing faculty with written summaries

Desired Qualifications:

- Computer skills – word processing, data base management, etc.
- Good oral and written communication skills

Appropriate SRU Graduate majors:

- Secondary Education Math/Science
- Elementary Education Math/Science
- Counseling and Educational Psychology

Supervisor’s Expectations:

- Not to exceed 17.5 hours per week
Contact Information:

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