GRADUATE ASSISTANTS' JOB DESCRIPTION: RESEARCH

Graduate research assistant, RAs, provide technical support for the department's research projects. RAs shall work under the direction of a specified faculty member.

Major responsibilities:
• Provide support to a faculty member's research program by performing designated research under the direction of that faculty member.
• Collect and analyze data from the research.
• Keep appropriate research notes, which will be turned in to the professor at the end of the appointment period.
• Keep the laboratory equipment clean and operable; keep the laboratory clean and safe. Report problems immediately to the faculty mentor.
• Meet on a regular basis with the director of the research project.
• Participate in the writing of manuscripts resulting from the research.
• Participate in the development of research grant proposals based on the present research.
• Present the results of the research at professional meetings if deemed appropriate by the faculty mentor.

Scope of work may include:
• Collection of industrial data and field procedures from petroleum industry;
• Analysis of industrial data using statistics or data management software;
• Survey of published literature (or available) information on research topics;
• Design and construction of laboratory installations;
• Conducting laboratory or full-scale experiments using department's facilities;
• Development of mathematical models using computers;
• Participation in writing research proposals, reports, and technical papers;
• Development and delivery of professional presentations.

I have discussed these responsibilities with my supervisor and understand my responsibilities.

____________________________________   ____________________________
Student Signature      Date

Please sign the above, indicating that you have read and fully understand the Job Description.
GRADUATE ASSISTANTS' JOB DESCRIPTION: TEACHING

Graduate teaching assistant, TAs, provide technical support for the department's lecture and laboratory courses. TAs shall work under the direction of a specified faculty member.

Major duties are:
- Design and test experiments for a laboratory course.
- Ensure that chemicals and other items are set up appropriately and on time in the teaching laboratory.
- Proctor and grade exams in lecture and laboratory courses.
- Grade homework in lecture/laboratory courses.
- Enter test scores in a computer and keep grade information up to date.
- Tutor students outside of class for a course.

Specific duties for a lecture course include:
- Preparation of lesson plans.
- Presentation of some lectures.
- Defining student assignments.
- Grading of student's written work.
- Meeting with a mentor once a week to discuss lesson plans, exams, student assignments, procedures, grading, and progress of the course.

Specific duties for a laboratory course are:
- Take charge of undergraduate laboratory course sections.
- Acquire knowledge of the laboratory experiments.
- Give short lectures on purpose and procedures for the day's experiment(s) at the beginning of the laboratory sections.
- Maintain safe and proper laboratory conditions.
- Prepare and grade quizzes and reports.
- Grade laboratory notebooks, and evaluate the student's performance in the laboratory.
- Prepare materials and set up experiments for the laboratory.
- Attend meetings related to the coordination of laboratory teaching, proctoring, or grading assignments.

I have discussed these responsibilities with my supervisor and understand my responsibilities.

____________________________________   __________________________
Student Signature      Date