1. Facilitated academic and cognitive assessments to provide resource referrals according to individualized needs.
2. Discussed student success strategies and development of study skills.
3. Consulted with candidates on primary research, data collection, bibliographies and model writing assistance.
4. Helped students with initial adjustment to university academic life and interpreted institutions policies and requirements.
5. Determined validity and reliability of data gathering methods.
6. Provided support and guidance to students experiencing academic and personal troubles.
7. Mentored students, offering advice and support on topic selection, appropriateness and academic value.
8. Investigated complaints and worked with students, parents and teachers on finding positive resolutions.
9. Assisted candidates in devising tailored Ph.D. title and proposal development, preparation of model upgrade reports demonstrating progress and compilation of collaborative example chapters.
10. Assisted students in selecting courses to align with interests and abilities.
11. Directed students in thesis proposal creation, including clear definition of problem statement, precise research questions, proposed methodology and literature review.
12. Provided comprehensive support services encompassing career and personal goals of student.
13. Researched, published and presented current topics of study at national and international meetings.
14. Conducted seminars, workshops, and educational presentations for enrichment opportunities for students.
15. Maintained accurate confidential participant files to meet state and federal guidelines.
16. Reviewed doctoral candidate dissertations to determine requirements for original research and contributions to investigative body of knowledge were thoroughly observed.
17. Instructed over [Number] students in ESL environment to master English language.
18. Drove continuous improvement related to use of new teaching tools, training methods and improvement of online doctoral education instruction.
19. Organized, detailed and excellent track record of working well under pressure to meet deadlines.
20. Advised students individually and in groups on academic programs for individual interests.