1. Made contributions in curricular development and innovation in teaching strategies, including incorporation of new technologies for learning and grading.
2. Mentored students, including directing research, projects or internships, as well as advising on career paths, degree requirements and post-graduate education options.
3. Kept abreast of advances in pedagogy and work to continuously improve teaching methods and introduce new approaches to instruction.
4. Updated curricula and lesson plans for primary instructors, researching developments in relevant fields and updating materials to reflect most recent data and statistics.
5. Advised student groups, assisting learners in educational programs both on and off campus.
6. Enhanced effectiveness of curriculum and lectures using current technology, including computers, computer-assisted instruction programs and audio-visual equipment.
7. Graded assignments and examinations, recording grades in grade book and reporting to primary course instructor on average performance and students requiring special attention.
8. Managed interpersonal conflict situations requiring tact, diplomacy and discretion, supporting culture of diversity, equity and inclusion with students, employees, alumni and other stakeholders.
9. Probed, encouraged and facilitated class discussions by building discussions into lessons, asking open-ended questions and using techniques to track student participation and actively solicit input.
10. Graded quizzes, tests, homework and projects to provide students with timely academic progress information and feedback.
11. Sustained professional contact with colleagues and engaged in continuing professional activities to upgrade and augment existing skills or develop new ones.
12. Served students, clients and programs through participation in assessment processes, academic support units and university committees and task forces.
13. Assisted and identified at-risk students to eliminate student barriers to learning.
14. Proctored mid-term and final examinations, assisting students with assignment comprehension and monitoring for indications of cheating.
15. Helped students to develop and demonstrate broad, integrative and specialized knowledge, essential habits of mind, communicative fluency and effective problem-solving skills.
16. Monitored student use of [Type] tools and equipment for safe and effective handling.
17. Used variety of learning modalities and support materials to facilitate learning process and accentuate presentations, including visual, aural and social learning modalities.
18. Offered career assistance to students by conducting mock interviews, providing relevant job opportunities and teaching networking skills and strategies.
19. Evaluated and supervised student activities and performance levels to provide reports on academic progress.
20. Shifted between informal and formal methods of teaching to create multi-layered web of learning, incorporating experiments, practical activities, discussions and projects into lessons.