1. Created materials and exercises to illustrate application of course concepts.
2. Met with students to dispense study and career advice and provide guidance and potential opportunities within chosen field.
3. Reviewed program materials and coordinated updates to keep department materials relevant and accurate.
4. Created positive and safe learning environment for students by setting and enforcing classroom code of conduct.
5. Graded over [Number] assignments per week and entered grades into [Software].
6. Stayed abreast of developments within [Area of study] to improve curriculum, develop new research and share with colleagues and students
7. Impartially evaluated papers, projects and homework assignments of students, delegating grading to teaching assistants when appropriate.
8. Contributed to planning appropriate and engaging lessons for both classroom and distance learning applications.
9. Evaluated and supervised student activities and performance levels to provide reports on academic progress.
10. Built strong rapport with students through class discussions and academic advisement.
11. Created lesson plans for courses, modifying throughout year to meet time constraints and specific interests of class.
12. Generated grant proposals to gain funding for [Type] research, winning $[Amount] for [Type] project.
13. Assisted and identified at-risk students to eliminate student barriers to learning.
14. Led and prepared lectures for [Area of study] classes, including [Type] and [Type] courses.
15. Applied innovative teaching methods to encourage student learning objectives.
16. Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
17. Monitored student use of [Type] tools and equipment for safe and effective handling.
18. Developed instructional resources, such as [Type] and [Type] materials, for use in class.
19. Conducted engaging in-class discussions to facilitate learning and encourage participation.
20. Graded quizzes, tests, homework and projects to provide students with timely academic progress information and feedback.