

Graduate Assistant Job Duties

Job Title	Typical Duties
Graduate Assistant	<ol style="list-style-type: none"> 1. Perform a variety of administrative tasks including preparation of Power Point presentations, data entry and analysis, web site development, and collating marketing materials and presentations. 2. Provide assistance with event planning including supervision of undergraduate student workers 3. Facilitate projects in an office with other students; serve on short-term college project teams 4. Support departmental processes related student recruitment including contacting prospective students, creation of marketing materials, peer advising/mentoring, conducting campus tours and orientation activities, and delivery of presentations 5. Supervise a computer laboratory 6. Assist a faculty member with a research project; engage in literature searches 7. Configuration and management of servers used in the delivery of distance courses 8. Assisting faculty in the development of new material for their courses
Graduate Grading Assistant	<ol style="list-style-type: none"> 1. Assist a faculty member with grading of student assignments
Graduate Technical Assistant	<p>Systems</p> <ol style="list-style-type: none"> 1. Troubleshoot system and printer problems; assist faculty and students with desktop and server related issues 2. Monitor department systems and respond to issues. 3. Perform miscellaneous duties as requested by the system administrators including software installation and compilation 4. Document all changes to the systems 5. Ensure compliance with department policies regarding computer usage <p>Labs</p> <ol style="list-style-type: none"> 1. Direct and manage the daily operation of computing laboratories including the following: determine hours; develop lab rules; ensure labs are properly staffed; create lab class schedules; maintain the Outlook calendar for the labs and make reservations when needed. 2. Monitor all labs, keep clean and tidy and remove any screen locks. Provide the supplies needed for each lab including paper, cleaning spray, paper towels and whiteboard markers. 3. Conduct interviews and hire lab assistants. Develop lab assistant rules and duties and generate the lab assistant quarterly schedule hours and administer the lab access code to lab assistants for the computer-controlled access alarm system.

FINAL

Graduate Teaching Assistant – Masters and PhD	<ol style="list-style-type: none">1. Set up and lead a laboratory2. Lead a discussion section3. Post materials in “MyCourses” and respond to students’ questions posed verbally and electronically4. Assist in grading student work5. Tutor students6. Hold regular office hours7. Assist with the administration of a course8. Conduct 1 hour per week of classroom instruction
Graduate Research Assistant - Masters	<ol style="list-style-type: none">1. Perform independent research under the direction of an RIT faculty member2. Engage in literature searches3. Perform data analysis4. Design an experiment5. Assist in a faculty member’s laboratory
Graduate Research Assistant - PhD	<ol style="list-style-type: none">1. Perform independent research under the direction of an RIT faculty member2. Engage in literature searches3. Perform data analysis4. Design an experiment5. Assist in a faculty member’s laboratory6. Co-author the resulting research papers