Downloaded from <https://www.velvetjobs.com/job-descriptions/assistant-associate-professor>

# Example of Assistant, Associate & Professor Job Description

Our innovative and growing company is hiring for an assistant, associate & professor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for assistant, associate & professor

* Maintain student records, , grades, advising, attendance, student professional development, , and report information as needed
* Maintain labs, , ordering supplies, updating manuals, , as appropriate for teaching assignment
* Collaborate as needed with other programs housed in the HSC for physical (room, equipment, ) and educational purposes (joint classes)
* Advise occupational therapy students as needed for coursework
* Advise occupational therapy students on a regular basis for the purposes of student’s professional development
* Serve on program and departmental committees as assigned, , admissions, curriculum/assessment, inter-professional education
* Participate in program assessment and curriculum revision
* Serve on university (or community) committees as indicated in the Professional Development Plan
* Providing clinical care for adults with diabetes
* Maintaining and contributing to the high standards of an existing diabetes program

## Qualifications for assistant, associate & professor

* Teaching and advising in both the undergraduate and graduate social work programs
* Engaging in research, scholarship and other professionally relevant creative activities that contribute to institutional priorities and the department’s intellectual leadership in transformative social work
* Collaborative and active involvement in department governance service and outreach activities at the college, university, regional, state, national and international levels
* Two years post-MSW social work practice experience
* Knowledge of and interest in social constructionist informed pedagogy, practice, and scholarship
* Demonstrated commitment to scholarly productivity relevant to transformative social work