College of Education
½ Time Position, Spring 2018

Supervisor: Dr. James Preston
Department: College of Education, Accreditation Coordinator

Job Description:
This position is established for the purpose of providing assistance to the College of Education Accreditation Coordinator performing the job functions/responsibilities listed below:

Job Functions/Responsibilities:
• Collecting and graphically representing data collected from student teacher and cooperative teacher surveys (for use in ongoing program evaluation and the NCATE review)
• Keeping regular office hours to help coordinate accreditations
• Supporting the implementation of, and maintaining data in TaskStream
• Researching issues related to accreditation and assessment and writing

Desired Qualifications:
• Organizational skills
• Proficient with word processing, online computer systems, spreadsheets, and databases
• Background in education
• Effective communication skills
• Ability to take initiative and work well with minimum supervision
• Dependability

Graduate Student Outcomes:
• Computer skills enhanced
• Research and writing skills enhanced
• Organization

Appropriate SRU Graduate Majors:
• Graduate Student in Elementary/Early Childhood, Secondary Education, Special Education, Reading

Contact Information:
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