Office of Graduate Admissions  
Graduate Assistantship Position Description Form

Department: Dean's Office - College of Business  
G.A. Position: Dean's Office - Accreditation (2 positions)  
Supervisor: Dr. Lawrence Shao

Job Description - Present a one paragraph description of the purpose for this position.

The graduate assistantships in the Dean's Office, College of Business will work under the supervision of the Dean of the college. The GAs will be responsible for assisting the Dean with accreditations, assessment, and a wide variety of projects within the college.

Job Functions/Responsibilities - List the duties this graduate assistant will be expected to perform.

- assist the Dean in all aspects of research and operation in support of academic programs and accreditations.  
- coordinate special projects and accreditation needs within the college.  
- assist departments with preparations for site visits.  
- assist department committees in writing of accreditation reports before and after site visits.  
- develop forms and spreadsheets for the display of data.  
- on an on-going basis, data needs to be collected, maintained, and analyzed to maintain department accreditations.  
- create and organize databases.  
- coordinate Social Media sites for the college.  
- develop and maintain deans office presentations.  
- obtain approval to operate and drive the university fleet vehicles, specifically the 12 passenger van, as needed to support college programs.  
- provide general office assistance in the Dean's Office.  
- other duties as assigned by the Dean.

Desired Qualifications – List the experiences and/or abilities you wish an applicant for this position to have.

- organizational skills.  
- proficient with word processing (MS Word, Excel, Outlook, etc), online computer systems, spreadsheets, social media, and database management.  
- strong oral and written communication skills.  
- ability to take initiative and work well with minimum supervision.  
- dependability.
Graduate Student Outcomes - List the skills/abilities the graduate assistant can expect to learn in this position.

-research and writing skills enhanced.
-become familiar with accreditation process and assessment methods.
-opportunity to develop and improve: computer technology skills, data collection management, public speaking, and public relation.

Appropriate SRU Graduate Majors – List the SRU graduate programs that would be the most appropriate source of candidates for this position based on the job description and the expected learning experiences.

Graduate students in any field may apply, but must meet the minimum qualifications of fluency with Social Media, MS Word and MS Excel, familiarity with databases, excellent organizational skills, and have strong oral and written communication skills.

Supervisor's Expectations – List the work expectations you, as the supervisor, have for this position. Include hours to be worked and preferred work schedule.

-graduate assistants will work set hours in the office determined after review of the student's class schedule, carry at least nine (9) credits and maintain a 3.0 GPA.
-graduate assistants will maintain confidentiality and display professional manner.
-graduate assistants will adhere to all University policies and procedures as outlined in the code of conduct and University catalog.
-graduate assistants will be prompt, reliable and timely in executing duties.

Contact Information – List where the applicant should send their employment form and resume. This will usually be the supervisor's address. Include phone, fax and email.

Dr. Lawrence Shao, Dean, College of Business
305 Eisenberg Classroom Building
Slippery Rock University
Slippery Rock, PA
724-738-2008 (phone)

PLEASE RETURN THIS COMPLETED FORM TO THE OFFICE OF GRADUATE ADMISSIONS AND YOUR ACADEMIC DEAN'S OFFICE.