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:
- Working with accreditation website to glean information for Coordinator and faculty
- Keeping regular office hours to provide support to coordinator and faculty
- Conducting research for writing accreditation reports as directed by the Coordinator
- Develop forms and spreadsheets for the displaying of data
- Assist department committees in the writing of accreditation reports
- Supporting the implementation of TaskStream
- Driving State vehicles to transport accreditation team members to area schools, to and from SRU/Fairfield Inn, Slippery Rock and possibly to/from Pittsburgh Airport.

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

Graduate Student Outcomes:
- Understanding of educational programs, curriculum and assessment
- Research and writing skills enhanced
- Develop ability to work with faculty and administration (interpersonal skills, professionalism)

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

Contact Information:
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