Supervisor: Dr. A. Keith Dils, Dean
Department: College of Education, Dean’s Office

Job Description:
This position is established for the purpose of providing assistance in the Dean’s Office performing the job functions/responsibilities listed below.

Job Functions/Responsibilities:
- Collecting and graphically representing data collected from student teacher and cooperating teacher surveys (for use in ongoing program evaluation and the NCATE review)
- Maintaining relevant files for accreditations
- Keeping regular office hours to help coordinate accreditations
- Researching issues related to accreditation and assessment and writing
- Work with faculty who are supervising out-of-region field experience and student teaching to help facilitate ground, travel and accommodations
- Analyze and report on Praxis data received
- Supporting the implementation of TaskStream
- Updating College of Education Facebook and website pages.

Desired Qualifications:
- Organizational skills
- Proficiency with the computer
- Background in education
- Effective communication skills
- Dependability

Graduate Student Outcomes:
- Computer skills enhanced
- Writing
- Research
- Organization

Appropriate SRU Graduate Majors:
- Although not a requirement for consideration, Graduate Assistantships are intended to relate as much as possible to the students’ program of study.

Supervisor’s Expectations:
- High level of initiative; ability to recognize what needs to be done
- Efficiency; resourcefulness
- Variable flexible hours – largely Graduate Assistant’s decision
- The student would be expected to work 17.5 hours per week

Contact Information:
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