College of Liberal Arts

Supervisor: Dean

Position: Dean’s Office, College of Liberal Arts

Job Description:
The graduate assistantship in the Dean’s Office, College of Liberal Arts, will work under the supervision of the Dean of the College. This person will be responsible for assisting the Dean with a wide variety of projects and related tasks in support of and advancement of the programs with the college, including the Slippery Rock Regional Arts Festival, “Kaleidoscope”.

Job Functions/Responsibilities:
- Assist the Dean in all aspects of research and operation in support of academic programs
- Coordinate special projects within the college
- Produce publications and develop marketing and advertising plans
- Participate in professional relations activities
- Perform general office assistance
- Create and organize databases
- Other duties as assigned by the Dean

Desired Qualifications:
- Excellent communication and interpersonal skills
- Ability to work independently, demonstrate initiative and creativity
- Familiar with Microsoft Word, Excel, desktop publishing, webpage development
- Effective organizational skills
- Desire to work with artists, performers and academicians

Graduate Student Outcomes:
- Opportunity to develop art management skills
- Develop public speaking and presentation skills
- Develop skills in publication design
- Acquire public relations skills
- Improve technology skills

Appropriate SRU Graduate Major:
- Open

Supervisor’s Expectations:
- Graduate assistant will work 17.5 hours per week and carry at least nine (9) credits
- Graduate assistant will maintain a 3.0 grade point average
- Graduate assistant will maintain confidentiality
- Graduate assist will display professional manner
- Graduate assist will adhere to all University policies and procedures as outlined in the code of conduct and University catalog.
- Graduate assistant will be prompt, reliable and timely in executing duties.

Contact:
Dean of the College of Liberal Arts
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