## Job Description
The basic duties of the graduate assistant will be to oversee the assessment and ABET accreditation paperwork for the Computer Science Department. This includes managing data collection, creation of spreadsheets, graphing the data, and entering the results into various software systems.

## Job Functions/Responsibilities
The duties will include:
- Assist in the organization of the ABET Fall visit
- Prepare accreditation materials for Fall visit
- Assist with post-visit materials
- Managing data collection for three assessment methods
- Graphing data
- Attending assessment meetings and taking minutes
- Updating software systems with results
- Maintaining faculty scholarship records

## Desired Qualifications
The successful applicant must have:
- excellent organization skills,
- be fluent with MS Word and MS Excel,
- be able to learn new application software.
In addition, familiarity with database software including SQL will be helpful.

## Graduate Student Outcomes
The graduate student will:
- become familiar with the accreditation process and assessment methods
- learn new productivity software
- sharpen their skills in MS Word and MS Excel.

## Appropriate SRU Graduate Majors
Graduate students in any field may apply, but must meet the
**Computer Science**  
**CS Accreditation and Assessment GA**

minimum qualifications of fluency with MS Word and MS Excel, familiarity with databases, excellent organization skills, and the ability to learn new application software.

| Supervisor’s Expectations | The graduate student will  
|---------------------------|--------------------------|
|                           | • have hours of fixed time in the office,  
|                           | • be required to meet with the Chair on a regular basis |

**Supervisor’s address:**  
Deborah Whitfield  
Computer Science Department  
Slippery Rock University, PA Slippery Rock

<table>
<thead>
<tr>
<th>Phone Number:</th>
<th>(724) 738-2935</th>
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<tbody>
<tr>
<td>Fax:</td>
<td>(724) 738-4513</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:deborah.whitfield@sru.edu">deborah.whitfield@sru.edu</a></td>
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