Graduate/Action Research/ELEC Office
Elementary Education/Early Childhood GA Job Description

**Department:** Elementary & Early Childhood Education

**G.A. Position:** Graduate/Action Research/ELEC Office

**Supervisor:** Suzanne Rose

**Job Description:** This half-time GA position primarily provides support for the ELEC Graduate Program Coordinator. Additionally, the GA will provide support services for the ELEC Action Research projects and will provide general support to the ELEC Department, as needed.

**Job Functions/Responsibilities -**

The GA may be asked to perform any of the duties listed below, depending upon the time of the semester and departmental needs.

**Departmental Tasks:**
- Assist department secretary and department chairperson, as needed:
  - Assist walk-in students with questions about forms, paperwork (i.e. clearances), etc.
  - Assist secretary with filing, duplicating, typing, and general office tasks
  - Prepare materials for registration (i.e. block forms)
  - Assist department chairperson with specific projects related to curriculum or assessment
  - Assist secretary with quarterly reports, processing graduate admissions files, letters and other correspondence

**Action-Research Tasks**
- Assist departmental coordinator for action research, as needed:
  - Preparation of materials for action research fair
  - Sending emails related to action research projects to students, faculty, and panelists
  - Duplicating materials
  - Attend action research fair to provide support to coordinator
  - Preparing certificates, handouts, or brochures related to action research
Graduate Coordinator Tasks
Assist graduate coordinator, as needed:
* online or library research related to graduate programs, materials or courses
* duplication of materials for distribution to graduate students
* develop a graduate newsletter for each graduate program each semester and post on appropriate D2L site
* assist with recruitment efforts
* assist with maintenance of graduate D2L sites

Desired Qualifications –

The successful GA in this position will have these qualities and abilities:

* self-starter who is able to work independently with minimal supervision
* excellent communication skills, both oral and written
* basic technology skills, especially Microsoft Office and use of online databases
* ability and willingness to learn to use office equipment and technology, such as copy machines, scanners, video cameras, etc.
* creativity and attention to detail
* knowledge of online learning platforms (i.e. D2L, BlackBoard)
* knowledge of education terminology and research strategies is preferred
* flexibility--the duties of this position will vary according to departmental needs and the time of year

Graduate Student Outcomes

The GA in this position will develop:

* enhanced communication skills with populations including undergraduate students, graduate students, faculty, staff, inservice teachers, school administrators

* enhanced technology skills related to the use of Microsoft Office, including Excel and Publisher, use of online learning platforms, and the use of online learning platforms to enhance students' learning

* confidence in working with professionals (faculty, administrators, teachers)

* creative problem-solving skills

* enhanced knowledge related to action research and educational research
Appropriate Majors
- Elementary & Early Childhood Education (Reading or Mathematics & Science)
- Special Education
- Secondary Education
- Counseling Education

Supervisor’s Expectations

The GA is expected to keep a regular schedule, although this schedule will vary depending upon the GA's course schedule and the needs of the department.

Although the Graduate Coordinator supervises this position, the GA is expected to work collaboratively with the Graduate Coordinator, Department Chairperson, Department Secretary, and the faculty who are coordinating the Action Research projects.

The GA is expected to work approximately 8.75 hours each week, between the hours of 8 a.m. and 5 p.m. The position will occasionally require evening or weekend hours for special events.

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