Technology

G.A. Position: Technology

Department: Graduate Admissions

Supervisor: Brandi Weber-Mortimer

Job Description:

The graduate assistant in this position will be responsible for developing, maintaining and updating the graduate admissions WebPages to ensure accuracy of information to all who visit the site. This person will also assist with the update of other department WebPages for enrollment services.

Job Function/Responsibilities:

- Keep WebPages updated.
- Communicate with department coordinators as well as the workers within the graduate studies office to get up-to-date information.
- Assist several other selected departments with some of their updates.
- Create and develop an effective Graduate Studies WebPages.
- Monitor links to the other sites, commercial and local.
- Respond to user inquiries, analyze usage patterns, and assist in distribution of group emails for recruitment and marketing.

Desired Qualifications:

- Experience with building and updating WebPages
- Ability to ensure accuracy of information (including mechanics and grammar)
- Ability to work independently
- Self-initiative
- Responsible
- Creativity
- Knowledge of SRU's programs and services

Graduate Student Outcomes:

- Experience with developing WebPages
- Writing and editing skills
- Computer skills
- Communication skills
- Time Management
- Knowledge of internet recruitment systems
**Appropriate SRU Graduate Majors:**

- English
- Education
- Any major who meets qualifications of the position

**Supervisor’s Expectations:**

- Graduate Assistant will work 17.5 hours a week and carry at least 9 credits and be admitted unconditionally.
- Graduate Assistant will be responsible for communicating with any people necessary to ensure accuracy of all information.
- Graduate Assistant will keep information as up-to-date as possible.
- Graduate Assistant will conduct him or herself in a professional manner.
- Graduate Assistant 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 his/her duties.

**Contact Information:**

Brandi Weber-Mortimer  
Director of Graduate Admissions  
Graduate Admissions  
105 North Hall - Welcome Center  
One Morrow Way  
Slippery Rock, PA 16057  
(724) 738-4340  
Fax: (724) 738-2146  
brandi.mortimer@sru.edu