Old Stone House

**G.A. Position:** Graduate Assistant

**Department:** Old Stone House

**Supervisor:** Dr. Aaron Cowan

**Job Description:**

Graduate Assistants working at the Old Stone House will assist the Curator/Program Director in the discharge of his/her responsibilities. G.A.’s are required to complete regular assignments in regard to the site and its collections. The primary purpose of this position is to insure that the Old Stone House fulfills its mission of offering quality educational programs to the university community and its service area.

**Job Functions/Responsibilities:**

- Assist the curator in training and supervising student workers/tour guides
- Serving as a tour guide
- Working to catalog inventory the museum collection
- Researching new acquisitions to the collection
- Secretarial duties
- Helping to plan and execute special programs, seminars, presentations, and tours
- Editing an annual pamphlet series
- Directing a volunteer support group
- Preservation work
- Collection management
- Marketing
- Grant development
- Any other responsibilities involved in the development of programs and the care of artifacts and collections at the site

**Desired Qualifications:**

- Must meet eligibility standards of the graduate school including unconditional acceptance into a graduate program and a class load of 9 semester hours of graduate coursework (unless a lighter load is approved by the dean of graduate studies)
- Some knowledge of contemporary software programs for database management, word processing, and design
- A basic understanding of historical research methodology and the public history field
- An appreciation for historic preservation and interpretation
- Excellent written and oral communication skills
Graduate Student Outcomes:

- The GA will gain insight into the challenges and rewards unique to curatorial and public history programming responsibilities
- The GA will acquire an understanding of marketing and management for non-profit organizations
- The GA will enhance his/her skills in program planning, implementation, and evaluation; human resource management; and, public history
- The GA will enhance his/her skills in computer technology, communication, and public relations

Appropriate SRU Graduate Majors:

- History
- Parks and Recreation
- English

Supervisor’s Expectations:

- Typical work week is 17.5 hours
- Work divided between office and historical site
- Availability to work on weekends

Contact Information:

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