

SCHOOL OF EDUCATION GRADUATE ASSISTANT JOB DESCRIPTION

Southwest Minnesota State University

Educational Objectives:

The SoE Graduate Student position will provide support and assistance for assessment, accreditation, and licensure for the School of Education.

Salary & Appointment:

Position appointed on an annual basis for August-May. Annual stipend of \$8,000 paid on a bi-weekly basis and a tuition waiver of 18 credits per year in SMSU graduate classes. The graduate assistantship will work a minimum of 14 hours per week during the semester.

Qualifications:

- Must be admitted and enrolled in the Education Graduate Program at SMSU
- Must maintain a GPA of 3.0 or above
- Must have ability to work independently
- Must have demonstrated excellent interpersonal and organizational skills
- Must have excellent technology skills

Responsibilities:

- Respond to correspondence within and representing the School of Education
- Communicate with enrolled students
- Assist with maintaining and updating Teacher Preparation Program/Licensure forms
- Keep track of students' progress in the program, while confidentiality is maintained for active and inactive candidates.
- Assist education faculty with relevant teaching and research responsibilities
- Complete other responsibilities or duties as assigned by the SoE Chairperson, Director of Assessment, Accreditation, & Licensure, and support staff
- Create and maintain a resource/database for faculty and students
- Assist in maintaining the SMSU website in regards to SoE information
- Assist with data collection for program reviews and accreditation reporting
- Assist in organizing orientation programs, conferences, and committee work
- Assist with website updating and development of Web-enhanced applications for accreditation use
- Assist with end of program surveys and data aggregation and analysis, including PELSB reporting
- Assist with social media to promote the Teacher Preparation Program and SoE programs
- Assist with SoE Teacher Preparation Advisory Council or Campus Liaison meetings by taking minutes and sending meeting invitations.

Clientele:

Prospective candidates, currently enrolled candidates, alumni, SMSU faculty, staff, administrators, and community members

Supervision:

The School of Education Chairperson provides advising and training in collaboration with the Director of Assessment, Accreditation, and Licensure.

Application information

Send letter of application, resume, unofficial transcript(s) and the names and contact information of three (3) professional references.

Apply to:

SMSU Graduate Office, 1501 State Street, Marshall, MN 56258. Inquiries about the position may be directed to the Director of Assessment, Accreditation, and Licensure kala.kopitski@smsu.edu or the Chairperson of the School of Education sonya.vierstraete@smsu.edu.

University/Community

Southwest Minnesota State University is one of seven universities in the Minnesota State Colleges and Universities system. SMSU gives highest priority to excellence in teaching and preparing students to be lifelong learners through quality undergraduate teaching/advising and close student/faculty relationships. Its mission, dating back to 1967, provides access to university-level programs in liberal arts & professional studies. The University has a special commitment to the educational needs of the people in its service region reflected through its curricula, cultural programs, diversity of staff and students, cooperative relationships with the public and private sectors, and regional institutions. The 216-acre campus encompasses 24 modern, interconnected, and accessible buildings. Marshall (pop. 13,000) is the hub of a rich agricultural area and offers a variety of cultural, recreational and educational opportunities.