



**ONE (1) Full-Time Graduate Assistantships [PhD, renewable] for Academic Year 2021-2022 (Pending grant funding appropriations). A full-time GA requires 20-hours per week. GA will report to the Assistant Dean for Assessment and Accreditation in the Dean's Office, College of Education:**

### **Requirements and Qualifications**

- Responsible, self-motivated, efficient, creative and flexible
- Proficiency and experience with database and spreadsheets
- Proficiency with Word Processing, Excel, and PowerPoint software
- Internet research skills
- Survey design skills
- Professional communication skills
- Ability to interpret and report data
- Knowledge of web page design and maintenance using software such as Cascade, TK20
- Ability to use Photoshop to design, create, and/or edit images / flyers / graphics

### **Duties and Responsibilities**

- Aid in data collection for assessment and accreditation
- Aid in analysis of program and college-wide data
- Assist in the management of the TK20 platform as needed.
- Aid in the development and implementation of surveys to be distributed to various constituents of the college and professional community
- Assist in literature reviews of current topics that would aid in the improvement of the assessment practices in the programs in the college
- Aid in maintaining College of Education website
- Assist with other tasks assigned by deans
- Assist with event planning and preparation / organization and running of certain events [CAEP accreditation review/visit]

### **Application Deadline**

- May 15, 2021

### **For Further Information Contact**

Mrs. Karen Rosa  
[rosa@rowan.edu](mailto:rosa@rowan.edu)  
(856) 256-4750

### **Application Forms**

The GA application forms are available through the [Global Learning and Partnerships](#) website.