

# Graduate Assistant Position Available College of Education, Literacy Department

The Literacy Department in the College of Education is looking for a Graduate Assistant to start in the Fall 2015 Semester.

## **Essential Duties and Responsibilities:**

We are looking for a graduate student with interests and experience in education, particularly literacy education.

- The position will be responsible for assisting the Literacy Department faculty and staff with work that may include, but is not limited to, the following areas: faculty research, WCU Reading Center communication and assessment implementation, and department and unit assessment coordination.

## **Qualifications & Requirements:**

- Must be a full time Graduate Student at West Chester University
- Must commit to at least one full year of full time assistantship work
- Must have knowledge of and experience in the following:  
Microsoft Office, including Word, Powerpoint, and Excel
- Excellent oral and written communication skills (those with excellent reading, writing, and editing skills will be highly considered)
- Ability to work with faculty, staff, WCU undergraduate and graduate students, and members of the community
- Must commit to 20 hours per week, as follows:
  - two full days, between Monday and Thursday 8:00am to 4:00pm as well as
  - one half day (M-R), either 8:00am to noon, or noon to 4:00pmThe department might consider an alternative work schedule if needed.

**If you are interested in the Literacy department's Graduate Assistant position, please submit your resume and cover letter to:**

Dr. Kevin Flanigan ([KFlanigan@wcupa.edu](mailto:KFlanigan@wcupa.edu))  
Graduate Coordinator, Literacy Department  
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West Chester University  
West Chester, PA 19383