

SCWK Field GA

Position Details

Position Information

Winthrop Position Title SCWK Field GA

Banner Position Number 821503

Job Purpose This position supports the Social Work Field Office. As a Graduate Associate, the position includes a \$3,500 tuition grant each semester and up to \$3,500 in hourly wages each semester, for a total compensation of \$14,000 for the academic year (fall and spring). Continued employment is contingent upon satisfactory work performance. In addition to the GA compensation during the academic year, this position requires additional work hours paid at \$12/hour during the summer.

Duties and Responsibilities

- a) A work schedule of up to 20 hours per week, but no more than 300 total hours per semester.
- b) Assist with field assessment activities: Data input and analysis of weekly time reports from students and other assignment collection.
- c) Provide administrative support to field faculty.
- d) Assist with developing and organizing field internships.
- e) Assist with filing and organizing records and with correspondence to external agencies.
- f) Provide phone coverage for field office.
- g) Engage in copying, mail distribution, stocking supply cabinet, and bulletin board projects.
- h) Assist with internship seminars and field student events.
- i) Assist with special projects.
- j) Other duties as assigned.

Qualifications

- a) Social Work graduate student in good academic standing.
- b) Due to training required for the position, student must be available for a minimum of two years (Full-Time Traditional, Weekend Advanced Standing, Weekend Traditional programs)
- c) Computer skills (Microsoft Office software).
- d) Excellent verbal and written communication skills.
- e) Excellent organization, problem-solving, and task completion skills.
- f) Positive attitude and willingness to work collaboratively.

Pay Rate 11.67/hour

Type of Position Graduate Associate (hourly)

Position Level Graduate

Hours Per Week 10-12

Reports To (Title) Field Office Director - Jennifer McDaniel

