

MSW Program GA

Position Details

Position Information

Winthrop Position Title MSW Program GA

Banner Position Number

Job Purpose This position supports the MSW program and the MSW Director. 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.

Duties and Responsibilities

- a) A work schedule of up to 20 hours per week, but no more than 300 total hours per semester.
- b) Provide academic support assistance to professors (e.g., assistance with organizing class projects, scheduling lab time, tutoring on assignments).
- c) Assist the MSW director with accreditation activities support.
- d) Provide administrative support to the MSW program (e.g., data entry, office support, bulletin board design.)
- e) Participate in marketing and recruitment activities.
- f) Provide support for department events (e.g., event scheduling, planning, reception, directing guests, etc.)
- g) Assist with special projects.
- h) Other duties as assigned.

Qualifications

- k) Social Work graduate student in good academic standing.
- l) Computer skills (Microsoft Office software) and social media skills.
- m) Excellent verbal and written communication skills.
- n) Excellent organization, problem-solving, and task completion skills.
- o) Positive attitude and willingness to work collaboratively.

Preferred Skills Experience/comfort working with social media (instagram, facebook) and blackboard (communities, collaborate).

Pay Rate 11.67/hour

Type of Position Graduate Associate (hourly)

Position Level Graduate

Hours Per Week 10-20

Reports To (Title) MSW Director - Anthony Hill