

**Graduate Associate – Assessment
Department of Social Work
Position Description**

Responsibilities:

- a) A work schedule of up to 20 hours per week, but no more than 300 total hours per semester.
- b) Provide assistance with Department of Social work assessment activities.
- c) Collect and organize assessment data and documents.
- d) Assist with data entry and management of assessment data.
- e) Engage in document development, copying, and related office tasks.
- f) Assist the Assessment Coordinator with dissemination of assessment outcomes.
- g) Participate on the assessment committee.
- h) Assist the Assessment Coordinator with CSWE accreditation requirements.
- i) Provide administrative support to the Assessment Coordinator.
- j) Assist with special projects.
- k) Other duties as assigned.

Qualifications:

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

Stipend

The total value of this position is \$14,000 for the academic year (fall and spring semesters). Funds are awarded on a per-semester basis at \$3,500 in a tuition grant and up to \$3,500 in hourly wages. Continued employment is contingent upon satisfactory work performance.

To Apply:

Send the following information via PDF electronic attachments to the Department of Social Work email address at socialwork@winthrop.edu:

- q) A letter of interest noting the position(s) for which you are applying;
- r) A current resume; and,
- s) A list of three references, including the name, mailing address, email address, and phone number for each reference.