

SCWK Assessment GA

Position Details

Position Information

Winthrop Position Title SCWK Assessment GA

Banner Position Number

Job Purpose This position supports the Social Work Assessment Coordinator. 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 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

- 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 with data sets and spreadsheets.

Pay Rate 11.67

Type of Position Graduate Associate (hourly)

Position Level Graduate

Hours Per Week 10-20

Reports To (Title) Social Work Assessment Coordinator - Sellers