

# BSW Program GA

## Position Details

### Position Information

**Winthrop Position Title** BSW Program GA

**Banner Position Number**

**Job Purpose** This position supports the BSW program and the BSW 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 who teach classes undergraduate classes (e.g., assistance with organizing class projects, scheduling lab time, tutoring on assignments).
- c) Provide support assistance to social work student organizations.
- d) Assist the BSW director with accreditation activities support.
- e) Assist in data entry and management of majors list.
- f) Provide administrative support to the BSW Director.
- g) Provide program-related communications with prospective BSW majors.
- h) Participate in marketing and recruitment activities.
- i) Assist with special projects.
- j) 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** Familiarity with the Winthrop campus and the Social Work Department.

**Pay Rate** 11.67/hour

**Type of Position** Graduate Associate (hourly)

**Position Level** Graduate

**Hours Per Week** 10-20

**Reports To (Title)** BSW Director - Monique Constance-Huggins