

Graduate Associate – Field Program
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) 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.

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:

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