

MSW Admissions GA

Position Details

Position Information

Winthrop Position Title MSW Admissions GA

Banner Position Number 821508

Job Purpose This position supports the Social Work Admissions 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. In addition to the GA compensation during the academic year, this position requires additional work hours paid at \$12/hour during the summer.

Duties and Responsibilities

- a) Maintain a data base of prospective MSW program applicants.
- b) Maintain the MSW admissions data base.
- c) Provide administrative support to the MSW Admissions Coordinator and MSW admissions committee.
- d) Provide office support for the admissions and enrollment process.
- e) Communicate regularly with prospective and admitted applicants (face-to-face, phone and email).
- f) Maintain adequate supply of marketing and recruitment materials.
- g) Assist with the planning and participate in recruitment events as available (i.e. – Information Sessions, Graduate School Open House, graduate fairs, campus visits/tours, program orientation, etc.)
- h) Assist with the planning and implementation of MSW program orientations. Attend the Full-time Advanced Standing orientation in May and the Full-time Traditional and Weekend programs orientation in August.
- i) Other duties as assigned.

Qualifications

- a) Social Work graduate student in good academic standing.
- b) Ability to maintain a work schedule of up to 20 hours per week, but no more than 300 total hours per semester.
- c) Fluent computer skills (MS Word and MS Excel) and social media skills.
- d) Excellent verbal and written communication skills.
- e) Excellent organization, problem-solving, and task completion skills.
- f) High attention to detail, excellent judgement, and ability to maintain confidentiality.
- g) Positive attitude and willingness to work collaboratively.

Preferred Skills Experience/comfort assisting perspective students via phone and email.

Pay Rate 11.67

Type of Position Graduate Associate (hourly)

Position Level Graduate

Hours Per Week 10-20

Reports To (Title) Social Work Admissions Coordinator – Zadonna Slay

