

**Graduate Associate – MSW Admissions**  
**Department of Social Work**  
**Position Description**

**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.

**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](mailto: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.