MSW Program GA
Position Details

Position Information

Winthrop Position Title                  MSW Program GA
Banner Position Number

Job Purpose
This position supports the MSW program and the MSW 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 (e.g., assistance with organizing class projects, scheduling lab time, tutoring on assignments).
c) Assist the MSW director with accreditation activities support.
d) Provide administrative support to the MSW program (e.g., data entry, office support, bulletin board design.)
e) Participate in marketing and recruitment activities.
f) Provide support for department events (e.g., event scheduling, planning, reception, directing guests, etc.)
g) Assist with special projects.
h) 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/comfort working with social media (instagram, facebook) and blackboard (communities, collaborate).

Pay Rate
11.67/hour

Type of Position
Graduate Associate (hourly)

Position Level
Graduate

Hours Per Week
10-20

Reports To (Title)
MSW Director - Anthony Hill