

Graduate Associate – MSW 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) 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:

- a) Social Work graduate student in good academic standing.
- b) Computer skills (Microsoft Office software) and social media skills.
- c) Excellent verbal and written communication skills.
- d) Excellent organization, problem-solving, and task completion skills.
- e) 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:

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