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.