



## **SOCIAL WORK**

### **Graduate Assistant's Job Description**

Graduate Assistantships are part-time academic appointments that are available to enrolled graduate students. Qualified Graduate Assistants work alongside the faculty in various ongoing research projects and in preparation and evaluation of BSW/MSW classes. Graduate Assistants work primarily with one professor, but may be assigned to more than one, assisting her or him in social work research, teaching assistance, and providing limited clerical support when needed. They also form a dynamic GA team, working together on group projects. This position requires an average of 20 hours of work per week and is intended for graduate students who are not working full-time jobs and who have a passion for service-oriented learning. Graduate Assistants are to be academic leaders in supporting the School of Social Work (e.g. follow University policies, support faculty, model positive behaviors).

Typical duties, but not limited to:

1. Process students' grades by scoring coursework and recording the scores in desired format in order to identify and keep track of students' academic performance.
2. Evaluate students' written work by using grading rubric specified by supervisors, making comments, awarding points to rubric criteria and/or calculating scores/grades in order to assess student knowledge and provide feedback.
3. Assist students by providing academic related information, answering questions and keeping regular office hours in order to ensure academic success.
4. Facilitate faculty research efforts by collecting information from various sources (e.g., library, online databases) and summarizing the literature content in order to improve the quality and quantity of research.
5. Prepare class materials (e.g. PowerPoints, class handouts) according to faculty request by assessing various information sources (e.g., textbooks, journals) and creating physical and electronic documents in order to enhance student learning.
6. Gather course information by attending classes, taking notes, monitoring and/or recording student participation/attendance, in order to be better equipped to assist the professors and answer student questions.
7. Proctor exams by distributing materials, monitoring students and collecting materials in order to ensure that exams are completed properly.
8. Manage e-class course website by uploading modules, documents, creating discussion board threads, setting up quizzes/tests, posting grades, and posting class announcements in order to provide course information online.
9. Manage program projects (e.g., alumni association, recruitment, field) at discretion of supervisor.
10. Communicate with supervisor by email or in person in order to ensure that tasks are performed adequately.
11. Recruit potential students to programs housed in the School of Social Work