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| **Job Title:** | Graduate Assistant |
| **Organization Name:** | Department of Social Work |
| **No of Openings:** | 1 |
| **Work Schedule:** | Mainly office hours, 8AM-5PM M-F |
| **Hours per Week:** | 20 |
| **Wage/Salary:** | $9300.00/Yr |
| **Employment Start Date:** | 8/10/20  |
| **Employment End Date:** | 5/04/21 |
| **Job Description:** | This position will provide a wide variety of administrative duties related to the general functions of the Social Work Department. Duties include. but are not limited to: * Assisting the Department Head and Program Directors with preparation of reports to the Council of Social Work Education (CSWE) associated with the Department’s new MSW program accreditation candidacy, and the ongoing accreditation of the BSW program.
* Coordination of the department faculty’s advising program assigning advisors, scheduling appointments, and planning advising events.
* Assisting with marketing and recruitment for the Department’s programs updating and managing the department’s website and social media presence.
* Assisting faculty with grading, exam proctoring, and research projects.

As part of a multi-dimensional department, this position may be called upon to assist with other tasks as needed.  |
| **Qualifications:** | Accepted into an NMU graduate program without conditions Must meet all the NMU graduate assistantship guidelines and requirements Ability to handle confidential information appropriately Excellent oral and written communication skills Strong writing and editing skills Capable of analytical thinking and problem-solvingStrong organizational and multi-tasking skills Familiarity with general office procedures and programs Excellent computer skills Capable of managing deadlines and simultaneous projects Ability to work independently and in team setting Familiarity with accreditation processes in higher education and/or human services preferred. |
| **\*How to Apply:** | Complete a graduate assistantship application, resume, cover letter, and two letters of recommendation. Please turn these in by email at awyche@nmu.edu, or in person at the Suite 2400 in Jamrich Hall. The graduate assistant application can be found at: <http://www.nmu.edu/graduatestudies/node/28>   |