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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-solving Strong 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> |