

Job Title:

Graduate Administrative Assistant (GAA)

Organization Name:

Department of Social Work

No of Openings:

1

Work Schedule:

Mainly office hours, 8AM-5PM M-F (schedule can be flexible)

Hours per Week:

20

Wage/Salary:

Stipend of \$11,236 per year

Additional Benefits:

8 credits of graduate tuition per semester, fees, health center benefits, GA meal swipes, parking pass

Employment Start Date:

8/19/2024

Employment End Date:

5/6/2025 (position may be renewed)

Job Description:

This position will provide a wide variety of administrative duties related to the general functions of the Social Work Department, and primarily dedicated to administration of the Master of Social Work Program.

Duties include. but are not limited to:

- Assisting MSW and BSW Program Directors with preparation of reports and other activities related to the ongoing accreditation process through the Council of Social Work Education (CSWE).
- Assisting with marketing and recruitment for the Department's programs, updating and managing the department's website and managing department social media presence.
- Assisting MSW and BSW field directors in administration of field education program.
- Attending department and program committee meetings and assisting the MSW program committee, in particular, with administration of committee responsibilities, including MSW program admissions.

- Assisting department faculty and administrators with planning, promoting and delivering events, including training for students and community members, departmental professional events, and professional presentations.
- Assisting with data collection and analysis for the purposes of program evaluation and improvement, as well as meeting market demands for social work education.
- 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 survey design, data collection and data analysis preferred.
- Familiarity with accreditation processes in higher education and/or human services preferred.
- Familiarity with marketing preferred.
- Familiarity with events planning preferred.