Social Work Field Education Graduate Assistant Job Description

Title:
Social Work Field Education Graduate Assistant

Reports to:
Director and Assistant Director of Social Work Field Education

Terms of Employment:
Part-Time (2-4 hours/week)
$2,500/academic year, applied as tuition remission to student account

Job Description:
The Social Work Field Education Graduate Assistant is primarily responsible for providing assistance and research support to the Social Work Field Education Office. The position requires the student employee to work with the Director and Assistant Director of Social Work Field Education with a variety of projects that relate to social work field education and field placement site development in the Bachelor of Social Work (BSW) and Master of Social Work (MSW) programs. The Graduate Assistant will be a part-time or full-time Wheelock College graduate student. Due to conflict of interest, students enrolled in the social work program are not eligible.

Responsibilities may include:
Support the Social Work Field Education Office with Field Instructor Trainings
Undertake research and site development projects
Participate in community exploration for possible BSW and MSW placement sites
Writing special project reports
Other duties as assigned based on need and student qualifications

Qualifications:
Bachelor’s Degree, admission to and enrollment in a Wheelock College graduate program
Due to conflict of interest, students enrolled in the social work program are not eligible
Excellent written and oral communication skills
Ability to compile data and write reports
Attention to detail and follow-through
Knowledge of Microsoft Word, Excel, Power Point and Internet Navigation
Internet and library research knowledge skills

To apply:
Email resume and cover letter to swfield@wheelock.edu.