

## **Master of Social Work Program - Graduate Assistant**

The Master of Social Work Program at Rhode Island College seeks a part time graduate assistant to assist the MSW department chairperson in program administration, and the development and coordination of extracurricular initiatives sponsored by the MSW Program.

The MSW Graduate Assistant will work ten hours per week, receive a waiver of half tuition and registration fees for courses at Rhode Island College for the academic year and for one summer (the summer previous to or following the appointment) and earn a \$1,500 stipend.

### **Duties:**

- Conduct research on current topics relating to social work and social policies of interest to current students and faculty
- Coordinate extracurricular program events relating to areas of social work specialization, as well as pressing social policy topics. This work will include identifying and contacting speakers for panels, roundtables and networking events designed to meet the needs of students, alumni, potential students and the public.
- Coordinate inter-professional development activities that involve the MSW students
- Assist with the writing of funding requests to support these events.
- Provide administrative support relating course scheduling, student study sessions, and the MSW Lending Library

### **Qualifications:**

1. Current, matriculated MSW student
2. Strong interpersonal skills
3. Solid written and oral communication skills
4. Strong organizational skills
5. Ability to conduct online research

### **Benefits to Graduate Assistant:**

1. Knowledge of areas of social work specialization and current social policy issues
2. Networking with professionals and professional networks in social work
3. Experience with writing funding requests

Start Date: Summer 2020 or fall 2020 (Weekly hours will be adjusted for a student who begins in summer.)

For a copy of the application and additional information, see <http://www.ric.edu/graduatestudies/Pages/Graduate-Assistant-Opportunities.aspx>

Please submit application, resume and a cover letter to Dr. Jenn Meade, Chairperson of the MSW Program at [jmeade1@ric.edu](mailto:jmeade1@ric.edu) by March 15, 2020.