



## **Graduate Assistant Position – Basic Information for Norman Students**

### **Features of a Graduate Assistant position with School of Social Work**

- 10 hours per week, salary by semester, renewable each semester
- Flexible hours
- Reports to the designated Faculty or Staff at the School of Social Work, Norman
- Graduate Assistant positions are usually not compatible with schedules of full time Advanced Standing or Concentration Year (third year students).

### **General description of job duties:**

- Represent the program and the ethics of the SSW with a courteous and helpful orientation toward potential students, other students, the staff, and faculty.
- Work out a schedule that is flexible in accordance to your student responsibilities, yet one that the other members of the team can depend upon for work planning purposes.
- Take initiative to ask for assignments while knowing when to seek guidance for further instructions in a timely manner to meet deadlines.
- Be willing to fill in for other staff when asked to help with the overall operation of the program.
- Have computer skills with the abilities to handle Microsoft Windows, including emails, distribution lists, manage files in Word, conduct internet searches for faculty on research projects, periodical reviews, etc.
- Work independently on projects without requiring constant supervision once the instructions are clear.
- Be able to take a professional perspective toward corrective criticism as an opportunity for learning additional skill development.