Graduate Student Worker for Social Work
Office of Graduate Studies
La Salle University

Description:
The job responsibilities include inputting the Social Work field internship data into the Experiential Learning Database. The Graduate Student Worker will work with the Field Coordinator in the Social Work Department.

Tasks:
1. In collaboration with the Field Coordinator, update the Social Work field placement list;
2. Use the Social Work field placement list to enter the field information into the Experiential Learning database;
3. Make sure all forms used in the Social Work field placement process are converted for use into the Experiential Learning database.

Measures of Success:
1. The Experiential Learning database will include the current placements that are used for Social Work majors;
2. The Experiential Learning database will be updated so that students can access field forms via the database;
3. Will maintain ongoing communication with the Field Coordinator.

Time:
This position involves 40 - 50 hours of work during the Summer of 2015, finishing by the first week in August, 2015. It will include regular meetings with the Field Coordinator.

Position Requirements:
The Graduate Student must meet the following requirements:
1. Be in good academic standing and maintain a cumulative GPA of 3.0 or better;
2. Comply with the Graduate School’s standards of academic honesty and the university code of conduct.

Skills:
This position requires the following skills:
• Excellent written communication skills
• Self-motivation and ability to work independently
• Ability to learn how the Experiential Learning database works

Compensation:
This position compensated at the rate of $10.00 per hour. The student will keep their hours via an online payroll system. They will work with Michele Guy in the Dean of Arts and Sciences’ office to assure proper documentation of work hours for compensation to be processed.

Applications:
Applications will be accepted until the position is filled. Please submit the following materials to the Field Coordinator in the Social Work Department, Rosi Barbera, Ph.D., MSS (barbera@lasalle.edu):
• Letter of interest;
• Resume or CV;
• Recommendation from your graduate director;
• An interview with the Field Coordinator.