The Office of Research & Professional Development (ORPD) manages the Graduate Research Assistant (GRA) Pool for the School of Social Work (SSW). The GRA Pool provides assistance to the faculty and staff of the SSW. GRAs work under the direct supervision of the Social Work Research Coordinator, who will assign individual tasks, or coordinate assignments, based on the needs of the SSW. Students applying for this position should have an interest in Social Work Research. Note: This position is separate from those supported by individual faculty members that have independent funding to hire graduate students directly for specific research projects.

**Job Duties:** Job duties will vary depending on the needs of the faculty and ORPD. Examples of possible tasks include, but are not limited to, the following:

- Data entry/Data Analysis using SPSS, Excel, or other statistical software
- Transcriptions
- Literature reviews
- Assisting with grant proposal writing and/or review
- Online research (e.g., researching costs for budget purposes, researching policies and procedures, etc.)
- Develop infographics or posters for various research projects
- Report Writing
- Presentations
- Event Planning
- General office duties including filing and organization

**Position Details and Eligibility Requirements:** Multiple positions are available ranging from 10-20 hours per week. GRAs must be flexible, highly motivated, and able to work independently or collaboratively on tasks as needed. To be eligible, students must

- Be accepted into the Masters program for the School of Social Work
- Be enrolled in a minimum of 9 hours for Fall/Spring and 6 hours for Summer
- Have a minimum cumulative GPA of 3.0 or higher
- Be proficient in Word and Excel
- Be able to work a varying schedule, which may include some weekend and evening hours
- Will be asked for a writing sample if selected for interview.
- Have an interest in SW Research and have completed SOCW 5322 (prior research experience will be taken into consideration in lieu of this requirement)
- Be proficient in SPSS/Data Entry (preferred - not required).
- Complete UTA hiring process, including (but not limited to) successfully passing a criminal background check.

**To Apply:** Complete the online [GRA Application form](#), attach a current resume, and provide a faculty letter of reference. You will be contacted via your UTA e-mail address if you are selected for an interview.

*Questions regarding the position or the application process may be directed to Valerie Adame at adamev@uta.edu.*