### OUR LADY OF THE LAKE UNIVERSITY

**Worden School of Social Service**

**Position Description**

**Position/Job Title:** Graduate Assistant

**Department:** Worden School of Social Service

**Compensation:** $16.80 hourly salary, 10 hrs/wk (1 position)

**Qualifications:** Must be a graduate student (online). Must be in good academic standing.

**Responsibilities:** Serves as Graduate Assistant to the OLLU SBIRT Project Field Coordinator - Online.

* Knowledge of Microsoft Word, Excel, and other data management office software programs.
* Ability to communicate effectively orally and in writing.
* Ability to work independently and to coordinate multiple activities (online and on campus if applicable)
* Administrative support for Project Field Coordinator - Online, and other project team members, faculty, field instructors, and students involved in this project as needed.
* SBIRT curriculum design and development support
* Help with training activities and meetings
* Literature search and support for statistical reports
* Perform SBIRT project related support duties as needed.
* Must strictly adhere to Our Lady of the Lake University and Worden School confidentiality standards.
* Other duties as assigned

**Preferred Majors:** Social Work

**Supervisor/Contact:** Kathy Phoenix, LCSW

 Assistant Professor

MSW Field Education Director Online

OLLU SBIRT Project Field Coordinator Online

**Contact Information:** Worden School, Office # 11

Email: kephoenix@ollusa.edu

Phone: (210) 528-7055 (direct line)

**Applications:** Please submit your application form and résumé to kephoenix@ollusa.edu ***no later than 09/25/15***. Position to start 10/1/15.