The University of Arkansas School of Social Work offers 7 Graduate Assistantships each academic year (fall and spring). Students who apply and are selected to serve as a GA in the School of Social Work will work 20 total hours per week for 1 or more faculty members. Job duties will vary but may include assisting faculty in preparation for class, teaching class in some instances, providing research support, support for special events in the School of Social Work and support for other projects. In return, GA.s receive a 9 month stipend and tuition paid.

To apply for a graduate assistantship with the University of Arkansas School of Social Work, you must provide a cover letter to go along with your resume and application.

**Cover Letter Requirements:**

Please write a professional letter to address the following:

* Your goals and interests as related to the profession of Social Work and as a graduate assistant. Discuss how the assistantship aligns with your career goals in social work. Highlight specific interests or areas within the program that motivate you, such as clinical practice, policy advocacy, or social justice work.
* Highlight your academic and practical experiences that make you a strong candidate. This could include coursework, internships, volunteer work, or any research experience related to social work. Make sure to describe related experience including any experience in research and teaching.
* Please rate your skills using the following self-rating scale. In your letter, please include all questions as formatted here. Note: most graduate students will not be highly skilled in all areas covered by this rating scale. This scale simply gives faculty a sense of your strengths:

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| Circle the rating that best describes you: | **Strong Written and Verbal Communication Skills** |
| **Novice** | Limited experience in professional communication. I find it difficult to articulate ideas clearly in writing or speech. |
| **Basic** | Some experience in written and verbal communication. I am always able to convey basic ideas, but require support sometimes to communicate effectively in professional settings. |
| **Intermediate** | I am capable of writing clear and concise reports, and presenting ideas effectively in meetings or presentations. Almost always able to communicate well with colleagues and clients. |
| **Proficient** | I am skilled and experienced in producing high-quality written materials and delivering engaging presentations. I always communicate complex ideas effectively to various audiences. |
| **Expert** | I am highly proficient in written and verbal communication. I have experience crafting compelling, professional documents and give persuasive presentations. Experienced in mentoring others in communication skills. |

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| Circle the rating that best describes you: | **Use of Excel and Word or similar programs** |
| **Novice** | I have minimal experience using Excel and Word or similar programs. I am unfamiliar with basic functions or formatting. |
| **Basic** | I am familiar with the basic functions in Word and Excel (e.g., creating simple documents, formatting text, basic formulas in Excel). I require guidance for more advanced tasks. |
| **Intermediate** | Can create professional documents and manage data with minimal supervision. I am comfortable using Word for document formatting and Excel for data management (e.g., tables, charts, and basic functions) or I am comfortable with similar programs.  |
| **Proficient** | I can produce complex reports and manage large datasets independently. I am skilled in using advanced features of Excel (e.g., pivot tables, complex formulas) and Word (e.g., mail merge, templates) or similar programs.  |
| **Expert** | I am Expert in Excel and Word or similar programs. This includes automation tools (e.g., macros, VBA). I can create complex models, automate workflows, and mentor others in using these programs. |
| Circle the rating that best describes you: | **Working Independently** |
| **Novice** | I require structure, supervision and guidance to complete tasks. Sometimes I struggle to work independently. |
| **Basic** | I can almost always complete tasks with some supervision and direction but benefit from regular check-ins to stay on track. |
| **Intermediate** | I always work well independently on routine tasks. I can manage my time and complete projects with minimal oversight. I feel comfortable seeking help when needed. |
| **Proficient** | I am highly capable of working independently. I often handle multiple tasks or projects at once and consistently meet deadlines without supervision. |
| **Expert** | I have exceptional ability to work independently, often taking initiative to improve processes or outcomes. I am comfortable making decisions and solving problems without guidance. |

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| Circle the rating that best describes you: | **Flexibility** |
| **Novice** | I sometimes struggle with change and benefit most from a rigid structure. I finds it difficult to adapt to new situations or tasks. |
| **Basic** | I can adapt to change but may need time or support to adjust. Sometimes I have difficulty in handling multiple priorities or unexpected changes. |
| **Intermediate** | I am generally flexible and able to adjust to new situations or responsibilities with minimal guidance. I am able to manage multiple tasks effectively. |
| **Proficient** | I am mostly comfortable with change and can easily pivot between different tasks, projects, or priorities. I adapt quickly to new situations or challenges. |
| **Expert** | I thrives in dynamic environments. I am exceptionally flexible and can handle frequent changes or unpredictable situations with ease. I often take the initiative in managing evolving priorities. |

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| Circle the rating that best describes you: | **Research and Data Analysis** |
| **Novice** | I have little to no experience in research methods or data analysis. I am unfamiliar with research tools or statistical software. |
| **Basic** | I have some experience with research projects and basic data analysis. I am familiar with research tools but limited in applying them independently. |
| **Intermediate** | I am able to conduct research with supervision. I can collect and analyze data using common tools (e.g., SPSS, Excel). I have some understanding of research design and methodology. |
| **Proficient** | I am experienced in conducting independent research and data analysis. I can utilize advanced tools for statistical analysis. I am able to design and implement research studies. |
| **Expert** | I have extensive experience leading research projects. I am proficient in the use of multiple data analysis tools. I am able to mentor others in research design, methodology, and analysis. |