



UNIVERSITY OF
TEXAS
ARLINGTON

SCHOOL of SOCIAL WORK

JOB POSITION: Research Assistantship – Adoptive Families Research Project

Semester: Fall 2025

Appointment Dates: September 1, 2025 - January 15, 2026

Please note: GRA/RA positions are appointed on a semester-by-semester basis. Employment in one semester does not guarantee future employment. Also, for those graduating, last day of work is the last day of class.

Hours: 10 hours/week for Bachelor Research Assistant (RA) or Master Graduate Research Assistant (GRA).

The Principal Investigator (PI) of the Adoptive Families Research Project is seeking highly motivated, detail-oriented Bachelor and/or Master students to assist with a large, multifaceted child welfare and adoption study. Up to three positions are available, and depending on qualifications and interests, a single Research Assistant may take on multiple aspects of the project's research and administrative responsibilities.

The project focuses on recruiting and gathering data from adoptive families and adopted adults. Students interested in gaining hands-on experience in social work research are encouraged to apply.

Work Arrangement: This position will follow a hybrid work model, with a combination of in-person and remote work, based on project needs and the GRA/RA's availability.

Position Requirements: Candidates should be flexible, self-motivated, and able to work both independently and collaboratively. Job duties and schedules may vary based on the needs of the PI and the progression of the research project.

Primary Responsibilities *(may include, but are not limited to):*

- Transfer and format complex surveys from Word into QuestionPro, ensuring surveys are visually appealing, functional, and include skip logic and other advanced survey functions
- Conduct literature searches and summarize finding on various topics, including concept mapping, online survey methodologies, snowball sampling adoption, adoption, and related areas.
- Support specialized recruitment efforts, including social media outreach, webpage content development, and creation of recruitment and marketing materials.
- Design flyers and promotional content as needed.

Eligibility Requirements: Applicants must meet the following criteria

- Be admitted to UTA at the Bachelor or Masters level in any program with a preference for the following majors: Social Work, Computer Science, Communications, and/or Marketing.
- Be enrolled and maintain a minimum of 6 credit hours during the Fall 2025 semester.
- Hold a minimum cumulative GPA of 3.0.
- Have completed SOCW 5322, other research course, or have comparable research experience.
- Demonstrate proficiency in Microsoft Word and Excel.
- Have experience using QuestionPro for survey creation, coding, and data analysis.
- Be proficient with Social Media platforms (e.g. Facebook, Instagram) for recruitment purposes.
- Be available for a flexible work schedule, which may include occasional evening and weekend hours.
- Be willing to provide a writing sample (flyer or marketing piece) if selected for an interview.
- Successfully complete the UTA hiring process, including a criminal background check and I-9 employment eligibility verification.

To Apply: Please complete the online [GRA Application form](#), attach a current resume, and provide a faculty letter of reference. The Office of Research will contact applicants via their UTA email address to schedule interviews.

Application Deadline: Interviews for the Fall 2025 semester will take place in July.

Questions? Please direct any questions about the position or the application process to Gina Gonzalez-Wilson at ginag-w@uta.edu.