



UNIVERSITY OF
TEXAS
ARLINGTON

SCHOOL of SOCIAL WORK

JOB POSITION: Graduate Research Assistant – DSW Program

Semester: Fall 2025

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

GRA positions are filled on a semester basis. Employment for one semester does not guarantee employment for future semesters.

Hours: 10 hours per week.

The DSW Program is seeking MSW-level Graduate Research Assistants (GRAs) to assist with program development and pilot testing newly developed DSW courses. Responsibilities will include reviewing course materials, providing feedback on the clarity of assignment instructions and rubrics, evaluating the quality of lecture content and readings, creating sample assignments, and identifying issues such as broken links or inconsistencies.

Work Arrangement: This position will follow a remote work model.

Position Requirements: Successful candidates will be flexible, self-motivated, and capable of working independently as well as collaboratively. Duties and scheduling may vary depending on the needs of the DSW Program Director and the project's progression.

Job Duties (*may include but are not limited to*):

- Reviewing all course pages
- Providing feedback on the clarity of assignment instructions and grading rubrics
- Evaluating the quality of lecture materials
- Reporting issues such as inconsistencies or broken links
- Create flyers and marketing materials
- Proofreading and providing feedback on program materials (e.g., website, proposals, policy documents)
- Conducting online research (e.g., literature reviews, costs estimates for budget planning, reviewing policies and procedures)

Eligibility Requirements:

- Must be admitted to the School of Social Work's MSW program
- Must be enrolled in a minimum of 6 credit hours during the Fall semester
- Must have a minimum cumulative GPA of 3.0
- Be proficient in Word, Excel, and Teams
- Willingness to work a flexible schedule
- Must successfully complete all required UTA hiring steps, including (but not limited to) a criminal background check and I-9 Verification

To Apply: Please complete the online [GRA Application form](#), attach your current resume, and submit a faculty letter of reference, and a sample of a flyer or marketing materials. If selected for an interview, you will be contacted via your UTA e-mail address. Interviews for the Fall 2025 semester will be held in July.

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