



UNIVERSITY OF
TEXAS
ARLINGTON

SCHOOL of SOCIAL WORK

JOB POSITIONS: Graduate Research Assistant (Pool)

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.

As part of the Office of Research (OR), the Graduate Research Assistant (GRA) supports all aspects of research for the School of Social Work (SSW)'s faculty and staff. GRAs work under the supervision of the faculty/Principal Investigator (PI), or Office of Research staff, who assigns individual tasks or coordinates assignments, based on research needs. **Students applying for this position should have an interest in Social Work Research.** Job duties and work schedules will vary depending on the needs of the faculty and OR. Candidates must be flexible, highly motivated, and able to work independently or collaboratively on tasks as needed.

Note: *This position is separate from those supported by individual faculty members who hire students with independent funding for specific research projects.*

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

- Writing research reports
- Assisting with grant proposal writing and/or review
- Collecting articles for or writing literature reviews
- Completing data entry/data analysis using SPSS, Excel, or other statistical software
- Researching online (e.g., costs for budget purposes, policies and procedures, etc.)
- Creating transcriptions
- Giving presentations
- Planning events
- Participating in the Annual Student/Faculty Research Showcase
- Developing marketing materials (e.g., infographics or posters)
- Completing general office duties (e.g., filing and organizing)

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
- Must have completed SOCW 5322 or have comparable research experience
- Be proficient in Word, Excel, and Teams
- Be proficient in SPSS/Data Entry (*preferred - not required*)
- Be willing to work a varying schedule, which may include weekend and evening hours
- Be willing to provide a writing sample if selected for interview
- When hired, 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 a current resume, and provide a faculty name for reference. The Office of Research staff will contact you via your UTA e-mail address if you are selected for an interview. Interviews for the fall 2025 semester will take place in July 2025.

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