



# MGH INSTITUTE OF HEALTH PROFESSIONS

## **GRADUATE ASSISTANT POSITION DESCRIPTION**

**Department:** Office of Student and Alumni Services

**Position Title:** GA

**Number of Positions Available:** Two

**Position Start Date:** April 30, 2018

**Position End Date:** Ongoing

**To Apply To This Position, Contact:** Jessica Upton, Department Coordinator and Assistant to the Dean. [jupton@mghihp.edu](mailto:jupton@mghihp.edu)

### **POSITION DESCRIPTION:**

- Assist with daily operation of OSAS
- Assist with planning and coordinating programs hosted by OSAS including marketing and event setup and cleanup
- Assist with the development of program evaluation tools

### **Minimum qualifications:**

- Excellent organization and multitasking skills
- Effective written and oral communication skills
- Proficiency in Microsoft Office and Outlook
- Commitment to diversity, equity, and inclusion in healthcare

### **Preferences:**

- Customer service experience
- Event planning experience
- Graphic design experience

**Graduate Assistant Salary:** \$12.63 per hour