



MGH INSTITUTE
OF HEALTH PROFESSIONS

GRADUATE ASSISTANT POSITION DESCRIPTION

Department: Office of Enrollment Services

Position Title: Graduate Assistant

Number of Positions Available: 2

Position Start Date: As soon as possible or Summer Semester

Position End Date: n/a

To Apply To This Position, Contact: *Jennifer Fuller*, JFULLER7@MGHIHP.EDU

POSITION DESCRIPTION:

Assisting the Office of Enrollment Services, the Graduate Assistant(s) will:

- Maintain the front desk reception area.
- Answer the office telephone/ transfer calls.
- Greet students.
- Assist with mail collection.
- Work on special projects assigned.

Graduate Assistant Salary: \$13.00 per hour