TEACHING ASSISTANT POSITION DESCRIPTION

Department: Occupational Therapy

Position Title: Clinical Anatomy Teaching Assistant

Number of Positions Available: 2

Position Start Date: June 6, 2016

Position End Date: August 5, 2016

To Apply To This Position, Contact: Jennifer Shay
OT Program Manager
jshay@mghihp.edu

POSITION DESCRIPTION:

The Clinical Anatomy TA will assist the course director in the following tasks (total hours estimate for each task in parentheses):

- Attending all labs in the capacity of a lab instructor, including set up and break down of the lab (18 hours)
- Set up and administer a practice practical (6 hours)
- Assist in the set-up of the practical exams (4 hours)
- Hold two 90 minute lab review sessions prior to each module exam (6 hours)
- Proctor written exams (4 hours)
- Assist with grading of written and practical exams (4 hours)
- Assist in grading of written assignments (5 hours)
- Assist with building and maintaining anatomy related lab resources in VH dissector / courseware.
- Assist in other course activates and preparation as needed (copying, posting materials, organizing supplies, etc.) (6 hours)

Total time commitment: Approximately 10 hours per week. Time commitment may vary based on required course activities. A detailed schedule will be provided prior to the start of classes.

Applicants can be either second year entry-level OTD students or students from the PhD or DPT program with an anatomy background. The candidate must be able to work independently and
be knowledgeable in D2L, MS Office programs (Word, Excel, and Outlook,) as well as commonly used programs (Adobe Acrobat, web browsers, etc.) Applicants must be student oriented, and possess the verbal, written, and interpersonal skills necessary to interact effectively with Institute faculty, staff, and students, as well as external constituencies at the Harvard Medical School cadaver lab.

**Application Instructions**

Applicants must submit:

- A short (approximately 1-2 paragraph) personal statement on the applicant’s ability to fulfill the requirements of the position
- A resume
- 2 written letters of recommendation (applicants are welcome to use the IHP Professional Reference Form PDF Format)

All materials should be submitted in one email to Jennifer Shay, OT Program Manager: jshay@mghihp.edu no later than **March 18, 2016**. *Late or incomplete applications will not be considered.*

**Teaching Assistant Salary: $15.00 per hour**