Department: IPC

Position Title: GA

Number of Positions Available: Multiple
- Mondays: 1/27, 2/10, 2/24, 3/16, 3/30, and 4/13
  - 11am-5pm or 11am-2pm and 2pm-5pm
- Thursdays
  - 9am-3pm or 9am-12pm and 12pm-3pm
- Fridays
  - 11am-5pm or 11am-2pm and 2pm-5pm

Position Start Date: January 30th or February 6th

Position End Date: April 17th, 2020

To Apply To This Position, Email your CV to: Angela N. Cruz, Practice Center Manager at: ancruz@mghihp.edu

POSITION DESCRIPTION:
Assist in the IMPACT Practice Center (IPC) with general operations and maintenance. Responsibilities include, but are not limited to:

- Greet clients, faculty, and students to the IMPACT Practice Center
- Orient faculty and students to the center
- Answer and screen phone calls (if/as necessary)
- Putting away lab equipment and supplies
- Applicants must be comfortable with working at a front desk environment
- Reporting missing or broken items to the Center Manager
- Special equipment set-up as requested by Faculty or Manager
- Notify faculty and students when a client has arrived
- Clean and maintain center space/equipment
Applicants can be from any IHP study program. Customer service experience preferred.

The students will be given instructions for required tasks and training if need be. The students will work mostly on their own, but under the supervision of the Practice Center Manager, Angela N. Cruz.

These positions will require 6-20 hours a week, but the students may be asked to work more if assistance is needed.

**Graduate Assistant Salary: $13.00 per hour**