



## **GRADUATE ASSISTANT POSITION DESCRIPTION**

**Department:** OSAS

**Position Title:** Graduate Assistant

**Number of Positions Available:** 4

**Position Start Date:** Fall 2021

**Position End Date:** Semester Based (5-15 hours per week)

**To Apply To This Position, Email your Resume to:** Ronan Campbell, Assistant to the Dean: [RCampbell@mghihp.edu](mailto:RCampbell@mghihp.edu)

### **POSITION DESCRIPTION:**

The Office of Student Affairs and Services (OSAS) Graduate Assistant(GA) will report and provide support to the following areas: dean, assistant to the dean, career and professional development(which includes student services and international student advisement), accessibility resources and wellness, Title IX and alumni relations.

OSAS is proud to partner with the Office of Justice, Equity, Diversity and Inclusion (JEDI) in realizing the IHP mission of being a diverse, equitable, and inclusive organization.

### **Leadership Expectations of the Role**

- a) Managing social media campaigns by creating and designing engaging content in compliance with the IHP Office of Strategic Communications (OSC) best practices (policies and procedures).
- b) Leveraging digital resources and social media, GA's help lead OSAS and the IHP foster a sense of belonging and a culture that values holistic student wellness as well as students' career goals and professional development.
- c) Maintaining confidentiality – in their work as a GA, students may incidentally or directly become aware of confidential information and are expected to maintain, comply with and promote IHP confidentiality requirements.

### **Primary Operational Tasks**

Day to day Responsibilities include but are not limited to:

- Welcoming prospective students, students, faculty, staff, and alumni to Building 39
- Managing IHP Student Life email account and OSAS voicemail



- Advancement Communication submissions (*IHP News*)
- Creating, editing and proof-reading leadership newsletters
- EMS room reservations and IHP calendar submissions
- In person and virtual program and event management and execution
- Facilitate MBTA Student Discounted Pass administration and distribution

### ***RESEARCH AND BEST PRACTICE***

- Lead ongoing special research and best practice projects as assigned by staff members' area of expertise
- Assist in OSAS staff utilization data analysis
- Advise, support and take part in IHP Wellness Council initiatives

### ***SKILLS, ABILITIES, AND COMPETENCIES REQUIRED***

**a) Customer Service** - Excellent organizational skills, ability to handle multiple tasks and frequent interruptions effectively; customer-oriented with strong interpersonal skills.

**b) Administrative** - Strong computer skills required, including but not limited to Database management (Colleague/Ellucian), MS Word, Excel, PowerPoint, Outlook, Formstack and Canva. Demonstrated competency in various social media platforms for professional use (student engagement communications) required (Instagram, Facebook and Twitter).

### ***FISCAL/BUDGET RESPONSIBILITY***

- Prepare club and organization reimbursement requests

### ***WORKING CONDITIONS***

Frequent evening and occasional weekend work (in person for on- and off-campus events) is required for this position. Schedule can be adjusted accordingly at the discretion of the GA with advance approval of GA supervisor, depending on departmental or institutional needs.

This position will begin as a hybrid of remote and onsite work in accordance with the IHP phased reintegration plan preparing for the fall term when the IHP community are currently projected to be on campus more regularly.