GRADUATE ASSISTANT POSITION DESCRIPTION

Department: IPC

Position Title: Graduate Assistant

Number of Positions Available: Multiple

Position Start Date: September 9, 2019

Position End Date: December 6, 2019

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

POSITION DESCRIPTION:

Assist in the IMPACT Practice Center with general operations and maintenance.

- 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
- 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**