



GA POSTING FORM

Date: 3/12/2021

Dept: IHP CIPSI

Type of Position: GA TA RA

Rate of Pay: \$13.50 (GA) \$15.00 (TA/RA)

Account to be charged: 1700 HP9448

Of Positions available: Multiple

Shifts available: Multiple (depending on student's schedule)

Position Start Date: May 17th, 2021

Position End Date: August, 13, 2021

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
- Assist clients with their paratransit service arrangements, as needed (MBTA-The Ride, Uber, Lyft)
- Answer and screen phone calls (if/as necessary)
- Reporting missing or broken items to the Center Manager
- Orient faculty and students to the Center
- Notify faculty and students when a client has arrived
- Clean and maintain center space/equipment
- Special equipment set-up as requested by Faculty or Manager

Applicants can be from any IHP study program and must be comfortable with working at a front desk environment. 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 6-16 hours a week, but the students may be asked to work more if assistance is needed. To apply for this position, please send your **CV** to: **Angela Cruz, IMPACT Practice Center Manager** at: ancruz@mghihp.edu

Sign: Angela N. Cruz

Date: 3/31/21