

GA Posting Form

Date: August 3, 2021

Dept: MGH IHP Physician Assistant Program

Type of Position: GA TA RA

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

Account to be charged: **1700** HP9436

Of Positions available: 1

Position Start Date: Fall 2021 ASAP

Position End Date: Ongoing

Position Description:

A graduate assistant position in the Physician Assistant department involves:

- Assisting Program Manager, Program Coordinator and Clinical Systems Associate with daily and weekly administrative tasks.
- Support faculty with Zoom and on campus sessions, including but not limited to:
 - Creating and managing breakout rooms
 - Managing chat
 - Listing polls and screen sharing session materials
 - Formatting quizzes
- Supporting faculty and staff with data collection and organizing program documentation while abiding by FERPA privacy acts.
- Helping with admissions, clinical year, interviews and other student events.
- Applicants can be a student from any department other than PA within the Institute.
- This position will require a schedule of 6- 12 hours each week
- Must have strong organizational and interpersonal skills, experience in Microsoft office programs, and other relevant online systems.

WORK REQUIREMENTS: This position is a hybrid position with some remote and some on campus work. Use of personal computer and internet access will be required to successfully perform job duties.

To apply to this position, please send your resume to: Taylor DiJohnson;
tdijohnson@mghihp.edu

Sign: Taylor DiJohnson

Date: 8/3/2021