



MGH INSTITUTE

OF HEALTH PROFESSIONS

A graduate school founded by Massachusetts General Hospital

GRADUATE ASSISTANT POSITION DESCRIPTION

Department: Provost

Position Title: GA

Number of Positions Available: 2

Position Start Date: ASAP, Summer 2019

Position End Date: TBD

To Apply To This Position, Email your Resume to:

Heather Easter heaster@mghihp.edu and Jessica Loeser jloeser@mghihp.edu

POSITION DESCRIPTION:

This Graduate Assistant is responsible for providing administrative support to a variety of projects and programs within the Office of the Provost.

Typical Duties:

- Providing service at the reception desk for the Office of the Provost
- Perform a variety of administrative tasks including data entry and analysis, collating materials and presentations.
- Provide assistance with event planning
- Provide help with marketing efforts and social media accounts

Preferred applicants have experience with social media and marketing.

Graduate Assistant Salary: \$13.00 per hour