GA POSTING FORM

GRADUATE ASSISTANT POSITION DESCRIPTION

Department: IHP CIPSI

Position Title: GA

Number of Positions Available: Multiple

Position Start Date: September 21st, 2020

Position End Date: December 11th, 2020

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 (IPC) with general operations and maintenance.

Responsibilities include, but are not limited to:
- Greet clients, faculty, and students to the IPC
- Check-in clients at the front desk
- Orient faculty, students, and clients to the Center
- Notify faculty and students when a client has arrived
- Clean and maintain center space/equipment
- Answer and screen phone calls, as necessary
- Refilling the copy machine paper
- Putting away equipment and supplies
- Reporting missing or broken items to the Center manager
- Special equipment and room set-up as requested by the Center manager

Overall applicant requirements:
- Applicants can be from any IHP study program.
- Must be comfortable with working at a front desk environment
- Must be familiar with Microsoft Office and Microsoft Teams
- Strong communication skills and 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**