GRADUATE ASSISTANT POSITION DESCRIPTION

Department: IHP OPS

Position Title: GA

Number of Positions Available: 1

Position Start Date: January 18, 2020

Position End Date: TBD

To Apply To This Position, Email your CV to: Kathryn Sabo, Center Director at: ksabo@mghihp.edu

POSITION DESCRIPTION:

Assist in the Impact Practice Center, Nursing Center for Clinical Education and Wellness with general duties
Responsibilities include, but are not limited to:

• Communicate with clients, faculty, and students of the Sleeper Nursing Center for Clinical Education and Wellness.
• Assist with scheduling appointments.
• Collect and maintain Sleeper Center utilization data.
• Prepare forms for client visits and manage documentation.
• Travel to off-site locations as needed
• Maintain lab equipment and supplies.

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 Center Director, Kathryn Sabo

These positions will require 6-8 hours a week, but the students may be asked to work more if assistance is needed.

Graduate Assistant Salary: $13.00 per hour