GRADUATE ASSISTANT POSITION DESCRIPTION

Department: School of Nursing

Position Title: Graduate Assistant

Number of Positions Available: 2-3

Position Start Date: ASAP

Position End Date: Ongoing

To Apply To This Position, Email your Resume to: Patti Pierce, SON Lab Manager, at ppierce4@mghihp.edu

POSITION DESCRIPTION:
Laboratory Graduate Assistants in the School of Nursing assist with general maintenance of the labs and with skill remediation under faculty and Lab manager supervision and as appropriate. Graduate assistants may work up to 20 hours per week.

Responsibilities include:
• Assisting with lab set up, as directed
• Stocking and re-stocking linen cabinets and supply cabinets
• Removing dirty linen from tables and carts
• Preparing dirty linen for pick up
• Putting away equipment and supplies
• Cleaning tables and equipment
• Replenishing supplies as directed
• Reporting missing or broken items to the Lab Manager
• Notifying the Lab Manager when supplies or linen are low
• Performing equipment and supply inventory
• Setting up special equipment, as requested by the Lab Manager
• Assisting the Lab Manager with administrative and coordination activities, such as scheduling
• Working with students during open lab time and by appointment under the supervision of the Lab Manager
• Other duties, as assigned

Applicants must be nursing students in good academic standing. Recent IHP graduates (from within the previous year) are also eligible.

Students will be given orientation to the lab and duties. The Lab Manager will assess skill and knowledge proficiency before assigning tasks. Graduate Assistants are supervised by the Lab Manager but may work independently.
Graduate Assistant Salary: $13.00 per hour