

GRADUATE ASSISTANT POSITION DESCRIPTION

Department: PT

Position Title: GA

Number of Positions Available: 1

Position Start Date: February 2019

Position End Date: Ongoing

To Apply To This Position, Email your Resume to: Sheila Regan –
stregan@mghihp.edu

POSITION DESCRIPTION:

Cannot be a PT student. Assist faculty and staff with projects and events as assigned. Tasks may include data entry and organization, giving campus tours to potential applicants, preparing event materials (programs, signage, ordering food). Projects may involve using D2L, Excel, and Microsoft Suite, dropbox, google docs.

Graduate Assistant Salary: \$13.00 per hour