

GRADUATE ASSISTANT POSITION DESCRIPTION

Department: IHP OPS

Position Title: GA

Number of Positions Available: Multiple

Position Start Date: September 2018

Position End Date: December 2018

To Apply To This Position, Email your CV to: Angela N. Cruz, *Practice Center Manager* at: ancruz@mghihp.edu

POSITION DESCRIPTION:

Assist in the IMPACT Practice Center with general operations and maintenance.

Responsibilities include, but are not limited to:

- Greet clients, faculty, and students to the IMPACT Practice Center
- Orient faculty and students to the center
- Answer and screen phone calls (if/as necessary)
- Putting away lab equipment and supplies
- Reporting missing or broken items to the Center Manager
- Special equipment set-up as requested by Faculty or Manager
- Notify faculty and students when a client has arrived
- Clean and maintain center space/equipment

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 *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