



GRADUATE ASSISTANT POSITION DESCRIPTION

Department:	Occupational Therapy
Position Title:	Graduate Assistant
Number of Positions Available:	1
Position Start Date:	As soon as filled
Position End Date:	Ongoing

POSITION DESCRIPTION:

Assisting the Occupational Therapy Department, the Graduate Assistant will:

- Assist with tasks related to clinical education, including, but not limited to communicating and liaising with potential clinical education sites and managing data in E*Value,
- Assist with tasks related to the Advanced Doctoral Experience, including, but not limited to auditing hours, communicating with ADE students, and other tasks as assigned by the department,
- Assist with clerical tasks in support of department operations, and
- Assist with special events and other projects as assigned.

Applicants can be either entry-level or post-professional students from any department within the Institute, except Occupational Therapy, and must be able to work independently. Applicants must be knowledgeable with MS Office programs (Word, Excel, and Outlook,) as well as commonly used programs (Adobe Acrobat, web browsers, etc.) Applicants must be customer service oriented, and possess the verbal, written, and interpersonal skills necessary to interact effectively with Institute faculty, staff, and students, affiliated clinical education contact persons, as well as clients and external constituencies.

If interested, please [apply here](#) and provide the following documents:

- A short (approximately 1-2 paragraph) personal statement on the applicant's ability to fulfill the requirements of the position
- A resume

Questions regarding the position can be directed to Jennifer Shay (jshay@mghihp.edu.) *Applications for the position will **not** be accepted via email.*