



SCHOOL of HEALTH and  
REHABILITATION SCIENCES

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MGH INSTITUTE

**GRADUATE ASSISTANT POSITION DESCRIPTION**

<b>Department:</b>	Occupational Therapy
<b>Position Title:</b>	Graduate Assistant/Exam Proctor
<b>Number of Positions Available:</b>	Multiple
<b>Position Start Date:</b>	As soon as filled
<b>Position End Date:</b>	Ongoing

**POSITION DESCRIPTION:**

The Occupational Therapy Department is seeking proctors to assist with in-class exams. Applicants can be either entry-level or post-professional students from any department within the Institute, except Occupational Therapy. Applicants must be reliable, respectful of exam space, and respect the privacy of our students.

**To apply for this position, [please complete this application form](#).** If you have specific questions about the position, please contact Jennifer Shay, OT Program Manager ([jshay@mghihp.edu](mailto:jshay@mghihp.edu)). *No applications will be accepted over email.*

**Graduate Assistant Salary: \$13 per hour**