

GRADUATE ASSISTANT POSITION DESCRIPTION

Department: PT

Position Title: GA

Number of Positions Available: 2

Position Start Date: January 2019

Position End Date: May 2019

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.

Graduate Assistant Salary: \$13.00 per hour