



MGH INSTITUTE

OF HEALTH PROFESSIONS

A graduate school founded by Massachusetts General Hospital

GRADUATE ASSISTANT POSITION DESCRIPTION

Department: SON

Position Title: GA

Number of Positions Available: 1, Required: Thursday 8:30-1, additional hours as needed.

Position Start Date: ASAP

Position End Date: TBD

To Apply To This Position, Email your CV to: Kathy Sabo, MS, R.N. Director of Nursing Center for Clinical Education and Wellness ksabo@mghihp.edu , 617-643-1127

POSITION DESCRIPTION:

Assist in the Impact Practice Center: Nursing Center for Clinical Education and Wellness with general duties

Responsibilities include, but are not limited to:

- Greet clients, faculty, and students to the Nursing Center for Clinical Education and Wellness
- Orient faculty and students to the center
- Notify faculty and students when a client has arrived
- Clean and maintain center space/equipment

- Answer and screen phone calls (if/as necessary)
- Assist with scheduling appointments
- Putting away lab equipment and supplies
- Prepare forms for client visits and manage documentation

- Reporting missing or broken items to the Center Manager
- Special equipment set-up as requested by Faculty or Manager



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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 **Director of Advanced Practice Programs, Dr. Patricia Reidy**.

These positions will require 6-8 hours a week, but the students may be asked to work more if assistance is needed.

Graduate Assistant Salary: \$13.00 per hour

