

# Westfield State University Graduate Assistantships 2023 - 2024

Hours per week	Remote?	Title of Graduate Assistant Position	Detailed Position Description.	Required Work Hours	Supervisor/Mentor	Qualifications required that you would like posted with the description. Put N/A if does not apply.	Stipend amount for the position per/semester.
7.5 hours/week	Maybe	Accounting Tutor	<p>Graduate Assistant-Master of Science in Accounting Program</p> <p>Graduate Assistant works as a tutor for the undergraduate accounting classes. Responsibilities include:</p> <ol style="list-style-type: none"> <li>1) Holding weekly drop-in office hours for tutoring,</li> <li>2) Offering a 1-hour review session each week for the ACCT 0104 Principles of Accounting I classes, and</li> <li>3) Offering a 1-hour review session each week for the ACCT 0105 Principles of Accounting II classes.</li> </ol> <p>The Graduate Assistant should be prepared to tutor in each of the undergraduate accounting concentration courses.</p> <p>Weekly Responsibilities:</p> <ul style="list-style-type: none"> <li>•1 hour review session for ACCT 0104 (1 hour to prepare for this review session)</li> <li>•1 hour review session for ACCT 0105 (1 hour to prepare for this review session)</li> <li>•3.5 hours of drop in open tutoring hours</li> </ul>	There is flexibility in setting the specific times of the drop-in office hours and review sessions	Erin Moore	Undergraduate degree in Accounting (or have taken comparable coursework)	\$1,100.00
15 hours/week	No	Event Management Administrator / Asst. Compliance / Assistant Women's Basketball Coach - Graduate Assistant	<p>WESTFIELD STATE UNIVERSITY - DEPARTMENT OF ATHLETICS</p> <p>Event Management Administrator/ Asst. Compliance/Assistant Women's Basketball Coach - Graduate Assistant</p> <p><b>JOB DESCRIPTION</b></p> <p>Primary Duties:</p> <ol style="list-style-type: none"> <li>1. Encourage student involvement at sporting events.</li> <li>2. Assist in the organization of the pep rally and midnight madness.</li> <li>3. Assist with Home game management as needed.</li> <li>4. Coordinator Move-in-Day Student-Athlete Community Service.</li> <li>5. Assistant Coach for the women's basketball program. <ul style="list-style-type: none"> <li>a. Supervising the team at all practice sessions and games as assigned by the head coach.</li> <li>b. Assist in organizing and directing a training program to develop the team to its fullest potential.</li> <li>c. Play a leadership role in Recruitment.</li> <li>d. Develop the team by promoting, teaching, motivating.</li> <li>e. Assist with practice preparation and strategy implementation.</li> <li>f. Assist in coordinating the duties and responsibilities of other support personnel (managers, scorekeepers, etc.).</li> <li>g. Assistant coaches must follow all departmental, conference and NCAA rules and regulations.</li> <li>h. Assistant coaches are recommended to be CPR/AED, First Aid Certified.</li> </ul> </li> <li>6. Home Game &amp; Event Management. <ul style="list-style-type: none"> <li>a. Supervise all aspects of home game and event management as assigned by the Athletics Director.</li> </ul> </li> <li>7. Assist with NCAA Compliance.</li> <li>8. Perform additional duties as assigned by the Athletics Director or Associate Athletic Directors.</li> </ol> <p>SUPERVISION RECEIVED: Reports to the Head Women's Basketball Coach &amp; Director of Athletics. WEEKENDS AND NIGHT AVAILABILITY REQUIRED</p>	Mon - Sat (2 days off per week depending on team sport schedules)	Dick Lenfest	Demonstrated interest in exploring a career within intercollegiate athletics. The qualified candidate should possess a strong work ethic, self initiative and good people skills.	\$3,250.00
15 hours/week	Maybe	Sports Information & Media Relations Graduate Assistant	<p>WESTFIELD STATE UNIVERSITY - DEPARTMENT OF ATHLETICS</p> <p>Event Management Administrator (Sports Information) – Graduate Assistant</p> <p><b>JOB DESCRIPTION</b></p> <p>Primary Duties:</p> <ol style="list-style-type: none"> <li>1. Assist in game-day event management of press box and scorer's table operations, including gathering statistical information using Statcrew software.</li> <li>2. Write press releases, game stories and features for Department of Athletics.</li> <li>3. Update Westfield State University Athletics website using content management system.</li> <li>4. Upload statistical files to MASCAC, NCAA and similar websites.</li> <li>5. Create and post social media content to Facebook, Twitter, and similar sites on behalf of the Athletics Department.</li> <li>6. Produce game programs using Adobe In Design.</li> <li>7. Produce photo, graphic and video content for the website</li> <li>8. Support the Associate Director of Athletics for Sports Information and External Relations in any additional duties.</li> <li>9. Perform additional duties as assigned by the Athletics Director or Associate Athletic Directors.</li> </ol> <p>PREFERRED QUALIFICATIONS: Strong knowledge of sports offered by Westfield State athletics program; strong writing ability, particularly in sports or newswriting; knowledge of Adobe In Design and similar programs.</p> <p>SUPERVISION RECEIVED: Reports to the Associate Director of Athletics for External Affairs and Media Relations &amp; Director of Athletics. WEEKENDS AND NIGHT AVAILABILITY REQUIRED</p>	Mon - Sat (2 days off per week depending on team sport schedules)	Dick Lenfest	PREFERRED QUALIFICATIONS: Strong knowledge of sports offered by Westfield State Athletics program; strong writing ability, particularly in sports or newswriting; knowledge of Adobe In Design and similar programs.	\$3,250.00
7.5 hours/week	Yes	PA Grad Assistant Program	Office/clinical support as requested by supervisor.	Various	Jennifer Hixon	Successfully completed the didactic portion of the PA Program. Selected by the PA Faculty	\$1,100.00
7.5 hours/week	Yes	PA Grad Assistant Program	Office/clinical support as requested by supervisor.	Various hours weekly	Jennifer Hixon (tentative)	Successfully completed the didactic portion of the PA Program. Selected by the PA Faculty	\$1,100.00

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7.5 hours/week	Maybe	Graduate Assistant for the Department of History and Philosophy	<p>Under supervision of a faculty member, Graduate Assistants assist faculty with various professional and technical duties associated generally with the subjects and programs within the Department of History and Philosophy.</p> <p>Responsibilities may include:</p> <ol style="list-style-type: none"> <li>1. Assisting the faculty member in conducting small discussion related to large lecture or distance learning courses</li> <li>2. Providing assistance to faculty engaged in authorized research by collecting and arranging data, developing source materials, summarizing reports, searching the literature and compiling bibliographies, operating research programs, preparing and caring for research materials, assisting in the conduct of research, etc.</li> <li>3. Providing general assistance to the faculty in the evaluation of student work and examinations, and in the preparation of course materials and aids;</li> <li>4. Maintaining set office hours for the conduct of assigned work.</li> </ol> <p>Graduate Assistants shall not be responsible for the instructional content of a course, for selection of student assignments, for planning or writing of major assessments, or for determining the term grade for students, nor are they assigned responsibility for instructing the entire enrollment of a class, or for providing the entire instruction of a group of students enrolled in a course.</p>	No specific days or times	Dr. Nicholas Aieta	N/A	\$1,100.00
15 hours/week	No	Human Resources Assistant	The Human Resources Assistant will provide support to Human Resources, Title IX, & Equal Opportunity through special projects and event planning, clerical duties, research projects, and other tasks as assigned. The main responsibilities will include supporting planned events such as the Culture and Values Summit, compliance trainings, employee professional development days, and other tasks to aid in promoting departmental goals.	Monday - Friday, 9am-5pm	Tracy Daborowski	<ol style="list-style-type: none"> <li>1. Follow written and oral instructions in the English language</li> <li>2. Communicate effectively both orally and in writing</li> <li>3. Establish and maintain harmonious working relationships with others</li> <li>4. Be attentive to detail and perform work with a high level of accuracy</li> <li>5. Exercise sound judgment and use discretion in the handling confidential information</li> <li>6. Proficiency with Microsoft 365 suite</li> </ol>	\$2,500.00
15 hours/week	Maybe	IPO Graduate Assistant	<p>The Graduate Assistant will play a vital role and is expected to provide transition support, social integration, and enrichment to current and incoming international degree-seeking (F-1 visa) and visiting students(J-1 visa) throughout the academic year, as well as for students participating in the Study Abroad Programs. This position will support every aspect of the programs overseen by the International Programs Office, including the International Student Orientation Program. In addition, the GA will manage social activity coordination, orientation leader recruitment and training, guest speaker coordination, large-scale community events, overall event logistics, and post-event evaluation. This includes all events during the academic year.</p> <p>please see "same description" for more details</p>	15 hours per week for a 9-months period, from August 28, 2023 to May 15, 2024 with flexible scheduling.	Associate Director, Vera Vlasenko	<p>Preferred Qualities and Skills</p> <ul style="list-style-type: none"> <li>•Graphic design and social media skills</li> <li>•Flexible and self-motivated</li> <li>•Expertise in MS Office and Google Docs/Drive</li> <li>•Excellent cross-cultural communication skills</li> <li>•Foreign language skills a plus</li> </ul> <p>Strong familiarity with campus and community resources</p>	\$2,200.00
15 hours/week	Maybe	IPO Graduate Assistant	The Graduate Assistant will play a vital role and is expected to provide transition support, social integration, and enrichment to current and incoming international degree-seeking (F-1 visa) and visiting students (J-1 visa) throughout the academic year, as well as for students participating in the Study Abroad Programs. This position will support every aspect of the programs overseen by the International Programs Office, including the International Student Orientation Program. In addition, the GA will manage social activity coordination, orientation leader recruitment and training, guest speaker coordination, large-scale community events, overall event logistics, and post-event evaluation. This includes all events during the academic year.	15 hours per week for a 9-months period, from August 28, 2023 to May 15, 2024 with flexible scheduling.	Associate Director, Vera Vlasenko	<p>Preferred Qualities and Skills</p> <ul style="list-style-type: none"> <li>•Graphic design and social media skills</li> <li>•Flexible and self-motivated</li> <li>•Expertise in MS Office and Google Docs/Drive</li> <li>•Excellent cross-cultural communication skills</li> <li>•Foreign language skills a plus</li> </ul> <p>Strong familiarity with campus and community resources</p>	\$2,200.00
15 hours/week	No	Student Success Coach	<p>The Student Success Coach will support students by providing an array of services, specifically academic advising and success strategies, to assist them with the successful completion of their degree.</p> <p>Some of the Student Success Coach GA responsibilities include, but not limited to:</p> <ul style="list-style-type: none"> <li>• Works closely with the professional advisors in the Office of Academic Advising on student success strategy events.</li> <li>• Assigned to work with students on academic warning; assist the professional advisors with their academic warning caseloads.</li> <li>• Assists with the design and implementation of student success strategies, advising programs, and events that facilitate student engagement, success and retention.</li> <li>• Provide academic advising to the undergraduate population by assisting students with course scheduling, explaining academic policies &amp; procedures, and making appropriate referrals to other academic and student support services.</li> <li>• Closely monitor student academic progress towards degree completion and maintain daily advising reports documenting services rendered for each session.</li> <li>• Maintain the confidentiality of student information as required by the University, state and federal regulations.</li> <li>• Make referrals where necessary, and provide support until the student's situation is resolved.</li> <li>• Maintain working knowledge of computer programs, including Banner, Starfish (Westfield 360), Managed Reporting, Degree Works, and other various communication systems (e.g., Google Voice, Zoom).</li> <li>• Use Office of Academic Advising social media accounts to promote events and programming.</li> <li>• Special projects and other duties as assigned by supervisor.</li> </ul>	M-F 8:30am-4:30pm	Rob Thornton	<ul style="list-style-type: none"> <li>• Strong work ethic, excellent customer service skills, organized and dependable.</li> <li>• Experience in helping relationships (advising, mentoring, tutoring, etc.).</li> <li>• Ability to work well with a diverse group of individuals and be perceptive and understanding of student concerns.</li> <li>• Knowledge of college or university academic and financial assistance procedures; ability to work with sensitive and confidential student information.</li> <li>• Excellent written and verbal communication skills. Strong interpersonal communication, presentation, and active listening skills.</li> <li>• Ability to establish and maintain positive working relationships with faculty, staff, students, and community members.</li> <li>• Proficiency in basic computer processes, such as word, excel, and other internet applications (e.g., Canva).</li> <li>• Experience promoting events using social media and other digital platforms.</li> <li>• Able to work a flexible schedule, including occasional evenings and weekends.</li> </ul>	\$2,200.00
7.5 hours/week	No	Department of Psychology PT Graduate Assistant	Serve as assistant to graduate programs in Psychology, provide summary documentation to support Chair, including student orientation materials, advising scheduling, placement documentation for internship and practicum placements, supervisor contacts and contracts, data collection, editing (e.g. student handbooks)	7.5 hours/week	Robert Hayes; Delegated to Linda Hogan-Shea	Computer skills, organized and Flexible. Matriculated graduate student at WSU.	\$1,100.00

# Westfield State University Graduate Assistantships 2023 - 2024

Hours per week	Remote?	Title of Graduate Assistant Position	Detailed Position Description.	Required Work Hours	Supervisor/Mentor	Qualifications required that you would like posted with the description. Put N/A if does not apply.	Stipend amount for the position per/semester.
15 hours/week	No	Graduate Assistant for China Exchange Program in Physical Education	The Physical Education Concentration in the Department of Sports Medicine and Human Performance is in search of a lively, organized, active and motivated Graduate Assistant to help in the preparation of the new Chinese Exchange Program in Physical Education. Students from Luoyang Normal University in China, will arrive on Westfield State University campus, for the PE Exchange Program, in late summer of 2024. During fall 2023 and spring 2024, the department needs an individual to assist in the preparations of that program. This includes, but is not limited to: Assist with special projects such as information booklets and manuals, data compilation, new initiatives, and assistance with planning and scheduling events. Create and maintain department social media site, and also promote events on campus systems (presence, Networks). Review of equipment inventory, needs and space, and support with equipment management. Support the PE Program Coordinator with organization, training, data entry, communication with faculty and staff, and other requirements as needed. The qualified person has potential to continue into the fall 2024 to be involved with infrequent mentoring of exchange students, in collaboration with current students in the program.	Most work will be done in the Woodward Center, in the department	Heidi Bohler	Qualifications include: Effective communication in both oral and written formats; use of Word, Power Point, and other programs for developing brochures and manuals; data entry; investigative skills for finding necessary resources in communities; organization for filing and for arranging equipment; ability to speak with small groups of students or faculty and collaborate in a fast-paced, fun, activity environment. Ability to be creative with events, brochures, projects; ability to work and transition into a variety of spaces (gymnasium, equipment room, office, with others, or alone, and across campus); experience with diverse populations would be beneficial. Specific physical activity skills or not required.	\$2,200.00
15 hours/week	No	Office of Admission-Graduate Assistant	The Graduate Assistant for the Office of Admission will be responsible for assisting with various recruitment activities throughout the year. Primary responsibilities will include becoming familiar with Daily and Saturday tours, learning and presenting admission information sessions and communicating with tour guides. The GA will also assist with Open Houses and Accepted Student Days, special group tours, making phone calls to selected student populations and assisting with social media posts. The GA will also assist with post event data collection as well as assisting with other assigned data entry. Travel mileage will be reimbursed.	3- 4 weekdays between 9:00am-2:00pm	Michael Mazeika	-Strong public speaking skills -Comfortable with data entry	\$2,200.00
15 hours/week	Maybe	Success Coach Graduate Assistant	<ul style="list-style-type: none"> <li>Assigned to a small caseload of academic warning students that fall within the CARE Center as well as assist the Director and Assistant Director of CARE with their caseloads of academic warning students.</li> <li>Works closely with Center staff to create, organize, and promote CARE Center events that encourage success and engagement.</li> <li>Monitor any feedback from instructors for at risk students to help boost course success and completion.</li> <li>Makes appropriate referrals to other services when necessary to provide full holistic student support through WSU campus resources.</li> <li>Organize and keep up to date all meetings notes and reports on student appointments as well as event attendance for the Center.</li> <li>Maintain working knowledge of computer programs, including Banner, Starfish (Westfield 360), Managed Reporting, Degree Works, and other various communication systems (i.e., Google Voice, Zoom).</li> <li>Maintain the confidentiality of student information as required by the University, state and federal regulations.</li> <li>Use CARE Center social media accounts to promote events and programming.</li> <li>Special projects and other duties as assigned by supervisor.</li> </ul>	Monday through Friday from 9am to 5pm with some evening hours possible	Nicole West	<ul style="list-style-type: none"> <li>Applicants must have completed the application submission process and been accepted to participate in a graduate degree program at Westfield State University. Students who have completed one year in a graduate program are not eligible for this position.</li> <li>Strong work ethic, excellent customer service skills, organized and dependable.</li> <li>Experience in helping relationships (advising, mentoring, tutoring, etc.).</li> <li>Ability to work well with a diverse group of individuals and be perceptive and understanding of student concerns.</li> <li>Knowledge of college or university academic and financial assistance procedures; ability to work with sensitive and confidential student information.</li> <li>Excellent written and verbal communication skills. Strong interpersonal communication, presentation, and active listening skills.</li> <li>Ability to establish and maintain positive working relationships with faculty, staff, students, and community members.</li> <li>Proficiency in basic computer processes, such as word, excel, and internet applications.</li> <li>Experience promoting events using social media and other digital platforms.</li> <li>Able to work a flexible schedule, including occasional evenings and weekends.</li> <li>Graduate Assistant must remain in good academic standing and dedicated to his/her academic program of study as demonstrated by exceptional class performance.</li> </ul>	\$2,000.00
15 hours/week	Maybe	Tutoring Program Assistant	<ul style="list-style-type: none"> <li>Help with recruiting tutors by attending classroom visits and other campus community meetings to market the program.</li> <li>Organize and maintain contracts, timesheets, and all other personnel documentation for tutoring.</li> <li>Strong communication skills to manage the area email to address student, parent, faculty, and staff questions.</li> <li>Maintain up to date tutoring records and data on course outcomes for all end of the year reports needed for the Center.</li> <li>Create social media campaigns and use other marketing strategies to encourage tutoring usage alongside student staff.</li> <li>Conduct tutor trainings and the onboarding process for all new tutor hires.</li> <li>Research best practices for tutor training to ensure that the Center is meeting benchmark standards for tutoring programs.</li> <li>Research other opportunities for peer-to-peer engagement beyond one on one tutoring (i.e. Supplemental instruction, teachings assistance, academic peer coaching) for expanded use of tutors.</li> <li>Maintain confidentiality when managing student records and personal information in accordance with FERPA and other regulations.</li> <li>Other duties and special projects as assigned.</li> </ul>		Nicole West	<ul style="list-style-type: none"> <li>Applicants must have completed the application submission process and been accepted to participate in a graduate degree program at Westfield State University. Students who have completed one year in a graduate program are not eligible for this position.</li> <li>Strong work ethic, excellent customer service skills, organized and dependable.</li> <li>Experience in helping relationships (advising, mentoring, tutoring, etc.).</li> <li>Ability to work well with a diverse group of individuals and be perceptive and understanding of student concerns.</li> <li>Knowledge of college or university academic and financial assistance procedures; ability to work with sensitive and confidential student information.</li> <li>Excellent written and verbal communication skills. Strong interpersonal communication, presentation, and active listening skills.</li> <li>Ability to establish and maintain positive working relationships with faculty, staff, students, and community members.</li> <li>Proficiency in basic computer processes, such as word, excel, and internet applications.</li> <li>Experience promoting events using social media and other digital platforms.</li> <li>Able to work a flexible schedule, including occasional evenings and weekends.</li> <li>Graduate Assistant must remain in good academic standing and dedicated to his/her academic program of study as demonstrated by exceptional class performance.</li> </ul> <p>Remarks: Resume; cover letter - required.</p> <ul style="list-style-type: none"> <li>In your cover letter, please describe some of the unique needs of college students today and the importance of holistic support in their college experience.</li> </ul>	\$2,000.00
15 hours/week	Maybe	Field Department Graduate Assistant	Office/clinical support as requested and assigned by supervisor.	Will be determined by the interview process	Tyrese Tillman	Masters of Social Work student	\$2,200.00
7.5 hours/week	Maybe	Graduate Assistant Health Sciences	Office/clinical support as requested and assigned by supervisor.	Varied	Karen Sladyk	Available for some day time hours	\$1,100.00

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15 hours/week	Maybe	Nursing Graduate Assistant	As assigned but not limited to - Assistantship as assigned by supervisor in one or more of the following areas: Clinical Coordinator, Teaching Assistant, Research Assistant, general office tasks. Maintain mandated health standards, clinical information, coordinate drug testing, evaluations, clinical placement, proctor exams, correct papers, rubrics for didactic instructional information, sim labs set up and break down, filing and copying. Use simulators, software and evaluations and lab instruction supplies. Maintain Nursing Dept. website, marketing and promotion, oversee dept. compliance with regulatory & clinical agencies as well as accreditation requirements. Collection and analysis of program data including accreditation.	Mon-Friday but flexible	Marcia Scanlon	N/A	\$2,200.00
15 hours/week	No	Academic Advising Graduate Assistant	<p>The Academic Advising Graduate Assistant works with the staff in the Office of Academic Advising to provide comprehensive academic advising services for new, prospective, and transfer undergraduate students. The GA participates as professional staff in office programs and functions including orientation, advising presentations and workshops, individual advising appointments, work directly with their assigned caseload, and serves on internal work groups when applicable.</p> <p>Duties and responsibilities include but not limited to:</p> <ul style="list-style-type: none"> <li>• Provide academic advising to the undergraduate population by assisting students with course scheduling, explaining academic policies and procedures, and making appropriate referrals to other academic and student support services.</li> <li>• Works closely with the professional advisors in the Office of Academic Advising on student success strategy events.</li> <li>• Assists with the design and implementation of student success strategies, advising programs, and events that facilitate student engagement, success and retention.</li> <li>• Maintain working knowledge of computer programs, including Starfish (Westfield 360), Degree Works, and other communication systems (e.g., Google Voice, Zoom).</li> <li>• Manage and use Office of Academic Advising social media accounts to promote events and programming.</li> </ul>	Weekly morning and afternoons (9 a.m. – 5:00 p.m.). May be required to work additional evening/weekend hours for events and during student advising and registration periods.	Robert Thornton, Director	<ul style="list-style-type: none"> <li>• Experience in helping relationships (e.g., peer advising, teaching, mentoring, tutoring, social work/case management).</li> <li>• Understands the unique needs of college students today and the importance of holistic academic advising in their college experience.</li> <li>• Ability to work well with a diverse group of individuals and be perceptive and understanding of student concerns.</li> <li>• Knowledge of college or university academic and financial assistance procedures; ability to work with sensitive and confidential student information.</li> <li>• Excellent written and verbal communication skills. Strong interpersonal communication, presentation, and active listening skills.</li> <li>• Ability to establish and maintain positive working relationships with faculty, staff, students, and community members.</li> <li>• Proficiency in Microsoft Word, Excel, and internet applications (e.g., Canva, Zoom).</li> <li>• Experience creating content and promoting events using social media and other digital platforms.</li> <li>• Able to work a flexible schedule, including occasional evenings and weekends.</li> </ul>	\$2,200.00
7.5 hours/week	No	Part-Time Graduate Assistant – Office of Teacher Licensure Field Placement Outreach	Assist in the outreach of the Office of Teacher Licensure in regards to MOU's, partnerships, social media, and building new connections. At times this GA may aid in organization, planning, and implementation of field placements; support aspects of the program's advising documentation system; assist with administrative functions of the field placement process; other administrative functions.	7.5/hours a week when classes are in session. Specific hours will be negotiated.	Megan Kennedy	Strong work ethic, friendly and outgoing, adaptable, excellent communication skills (writing and speaking), comfortable with basic computer processes such as Word, Excel, Publisher and internet	\$1,100.00
7.5 hours/week	Yes	MPA Graduate Assistant	Serve as assistant to MPA program by: event planning and publicizing; assisting with social media, MPA website, alumni outreach, maintaining accurate database records, building the library collection in Public Administration areas; helping develop a student handbook and program yearbook; collecting and compiling data as directed for program review and other uses; completing other tasks assigned.	7 ½ hours per week when classes are in session; may work remotely; specific hours will be negotiated	Charles DiStefano	Preferred qualifications in MPA program; strong organizational skills; strong verbal and written communication skills; proficient in Microsoft Office; ability to work independently; self-starter; inquisitive; dependable	\$1,100.00
15 hours/week	Maybe	IBHC Graduate Assistant	The GA will report and work closely with the HRSA grant-funded Integrated Behavioral Health Equity Project Director. The GA is responsible for managing the online training modules, IBHC website, and Survey Monkey account; this position oversees the CEU tracker and ensures that all recipients of CEUs receive them in a timely manner; responsible for all aspects of the IBH Graduate Catalogue; assist with training events and activities as needed, completes HRSA grant related data collection and organization for reports, works closely with IBH alumni, and other data gathering assignments as needed to meet the goals of the project. This is a full-time GA position. *The GA will also be asked to commit to reduced work hours over the summer with a separate stipend.	To be determined based on schedules.	Nora Padykula	Proficiency in technology - YouTube, Survey Monkey, Zoom, Excel.	\$2,200.00