

Form Name: Student Employment Job Description
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Location:

Job Title	OTD-FW Graduate Assistant
Department	OTD Program - FW
Contact Person	Nate Short
Email	nathan.short@huntington.edu
Phone	(513) 607-6645
Federal Work Study Only	No
Number of Positions	1
Start Date	08/28/2023
End Date	04/27/2024
Specific Days / Times	Variable
Wage Rate	11.20
Application Deadline	04/15/2023

Describe the essential functions and duties:

- Maintain classroom, balcony, and lab space. This includes but is not limited to monitoring and stocking supplies (gloves, copy paper), laundry, and maintaining classroom / lab furniture and equipment (white board, 3-D printer...). Reporting any maintenance concerns to the Program Director and Program Assistant as needed.
- Provide support for lecture / lab set-up and clean up. Check with faculty on a weekly basis to determine level of assistance needed. As schedule allows, provide additional support in the classroom to address safety concerns and for demonstration.
- Complete inventory of classroom and lab supplies.
- Proctor exams.
- Assist with program events (preview days, new student orientation, white coat ceremony, hooding, and graduation).
- Tutor students as directed by the OT Faculty. Students requiring tutoring need a faculty referral.
 - o Weekly provide a written report that includes: student names, amount of time, and topic of content and work to the program director.
 - o Maintain confidentiality pertaining to grades, quizzes, exams, and personal challenges of mentees.
 - o Track student progress, future needs, and performance in the classroom and laboratory components of the students that you mentoring as assigned.
- Conduct learning opportunities (review sessions) for students that pertains to classroom, laboratory, fieldwork, research, and experiential component experiences as directed by the OT Faculty. When appropriate and at the direction of OT Faculty maintain office hours.
- Report to Program Director any honor code violations or at risk students with personal challenges.
- Perform other duties as assigned by the OT program director

Required Qualifications

- Demonstrated successful academic classroom and laboratory experience at Huntington University's OTD Program and/or previous work/clinical experiences. Must be in the second year of the program.
- Strong interpersonal and communication skills with an ability to work collaboratively with faculty, staff, and OTD students.
- Strong personal Christian commitment and faith in Jesus Christ within evangelical Protestantism.
- Demonstrated professional writing skills
- Demonstrated organizational skills and attention to detail
- Ability to adapt to different learning styles
- Demonstrated ability to represent Huntington University and the Doctorate Occupational Therapy Program.
- Demonstrated professional behaviors consistent with the OTD student manual and the profession.

Proficiency

Microsoft Word
Microsoft Excel

Professional Competencies:

Ability to work in a team structure.
Ability to make decisions and solve problems.
Ability to plan, organize and prioritize work.
Ability to verbally communicate with persons inside and outside the organization.
Ability to obtain and process information.
Ability to analyze quantitative data.
Ability to create and/or edit written reports.

Appropriate Dress:

Business casual (khakis)

Student Contact Procedure

Email

Student Contact Email

nathan.short@huntington.edu
