Public Health Graduate Assistant

**Department:** Public Health and Social Work
**G.A. Position:** Public Health Graduate Assistant
**Supervisor:** Dr. Michael Cleary

**Job Description**
The graduate assistant will assist the Public Health and Social Work Department with administration of the Masters of Public Health Program.

**Job Functions/Responsibilities**
- Assist with the planning, implementation and promotion of health and wellness activities on campus and in the community (may require operation of university vehicles)
- Assist with general Public Health and Social Work department office operation duties (answer phone, copying, faxing, etc.)
- Assist PHSW Chair/MPH Program Director with administrative tasks and other duties as assigned
- Assists with recruitment of graduate students
- Assists faculty in maintaining up to date resources for graduate courses

**Desired Qualifications**
- Excellent written and interpersonal communication skills
- Effective organizational, leadership and critical thinking skills
- Ability to work independently and as a team
- Demonstrate initiative and creativity with work assignments
- Excellent computer skills and knowledge of a variety of software packages including Word, Excel, Publisher, PowerPoint
- Knowledge of SRU Public Health programs preferred

**Graduate Student Outcomes**
- Communication and organizational skills
- Critical thinking and problem solving skills
- Leadership skills

**Appropriate SRU Graduate Majors**
- Physical Therapy
- Public Health

**Supervisor’s Expectations**
- The graduate assistant will work 8.75 hours per week

**Contact Information**
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