

Department:	School of Business
G.A. Position:	Health Information Management
Supervisor:	Abel Gyan
Job Description – Present a one paragraph description of the purpose for this position.	The Health Information Management graduate assistant will assist the director of graduate programs and the director of the Master of Science in Health Information Management in marketing and recruitment process to grow the program. The students must be enrolled in the program to receive the graduate assistantship.
Job Functions/Responsibilities – List the duties this graduate assistant will be expected to perform.	<p>Assist the program director and admissions director in marketing and recruitment</p> <p>Assist the program director in an accreditation process</p> <p>Assist the program director to keep contacts with current and prospective students</p> <p>Assist the program director to organize meetings</p> <p>Perform other duties assigned</p>
Desired Qualifications – List the experiences and/or abilities you wish an applicant for this position to have.	<p>Admitted to pursue the Master of Science in Health Information Management program.</p> <ul style="list-style-type: none"> -proficient with word processing (MS Word, Excel, Outlook, etc.), online computer systems, spreadsheets, social media, and database management. -strong oral and written communication skills. -ability to take initiatives and work well with minimum supervision. -dependability - Ability to learn how to tutor students - Valid driver license

Graduate Student Outcomes – List the skills/abilities the graduate assistant can expect to learn in this position.

The student will learn marketing and recruitment skills that will improve interpersonal communication skills
The student will know more about the operations of healthcare organizations in the Western Pennsylvania area.
The student will be competent in developing health information management skills while tutoring and assisting the program director to perform some basic tasks
The student may develop stronger research skills

Appropriate SRU Graduate Majors – List the SRU graduate programs that would be the most appropriate source of candidates for this position based on the job description and the expected learning experiences.

Master of Science in Health Information Management

Supervisor’s Expectations – List the work expectations you, as the supervisor, have for this position. Include hours to be worked and preferred work schedule.

- work hours in the office will be set after review of the student's class schedule,
- the student must take at least nine (9) graduate credits each semester and maintain a minimum of 3.0 GPA.
- graduate assistants are required to maintain confidentiality and be professional
- graduate assistants will adhere to all University policies and procedures
- graduate assistants will be prompt, reliable, and timely in executing duties.

Supervisor's address:



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