



Office of Graduate Studies & Research

Graduate Assistantship- Department of Communication Science & Disorder # 1 College of Education and Health Sciences

Benefit: 25% Tuition Discount for 10 hours of work/week

Assistantship Responsibilities:

- Assist with data entry of materials into a management system
- Check materials in and out during busy clinic times
- Manage assessment database and assist with ordering assessment protocols
- Create and manage organizational systems for materials used in speech and language therapy
- Gather and manage data using EXCEL, Libib, and other applications as necessary
- Stock and monitor Speech Clinic rooms
- Provide exceptional patient support by answering the phone and checking in patients
- Assess and maintain confidentiality requirements for patient protocols as it pertains to the Speech Clinic
- Other duties as assigned

Qualifications:

- Newly enrolled full-time graduate student in the Speech-Language Pathology program at Baldwin Wallace University
- Must be available to work an average of 10 hours per week
- Must be detail-oriented and collaborative
- Must have the willingness to look at problems with creative, solution-focused approaches
- Have strong time management and organizational skills