

Graduate Assistant Description

Medical & Health Humanities Grant

Duties & Responsibilities:

- Conduct research and write literature review of medical humanities
- Assist Drs. Denise Kohn and Swagata Banik with relevant tasks
- Assist Jen Pitz with data collection and reporting
- Attend weekly planning meeting with Dr. Kohn, take/write minutes
- Attend regular meetings of Advisory Board and take/write minutes
- Arrange meetings and write/manage e-mail correspondence with BW faculty/administration and external professionals in health-care fields
- Help with internal/external focus groups
- Help research, benchmark other medical humanities programs
- Help with administrative work of course proposal forms
- Other relevant tasks, as assigned

Qualifications:

- Currently enrolled full-time student in the MPH or other grad program
- Be available to work an average 10 hours per week
- Have excellent written and oral communications skills
- Be detail-oriented
- Have willingness to look at problems with creative, solution-focused approaches
- Have academic research skills and ability to clearly summarize and present information
- Have interest and respect for disciplines in health and humanities
- Have professional and collegial demeanor
- Have strong time management and organizational skills for being successful

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