



## MASTER OF OCCUPATIONAL THERAPY GRADUATE ASSISTANT

The Graduate Assistant in Occupational Therapy will work 14 – 20 hours per week (depending on semester) and receive a stipend of \$8000 per academic year (fall, spring, summer) plus tuition/fee waiver. Specific duties will vary depending on the qualifications and experience of the candidates. The GA will work with MOT faculty under the direction of the Department Director. Duties include but are not limited to:

- ▶ Assist faculty/department
  - Develop teaching materials such as syllabi, visual aids
  - Explore best supplies/evaluation tools/instructional materials to meet class needs
  - Scan
  - Copy
  - Assist Fieldwork Coordinators
- ▶ Support faculty research initiatives
- ▶ Assist faculty and students with research projects
- ▶ Assist grant development for faculty and students
- ▶ Assist faculty in teaching courses (only second year students assisting in first year classes)
- ▶ Lab assistant for MOT courses
- ▶ Lab assistant for Level I and Level 11 fieldwork including contract research
- ▶ Provide MOT students with updated library and technology assistance for class work and research projects including (e.g. EndNote and SPSS)
- ▶ Support MOT recruitment efforts
  - Campus visits
  - Brochure updates
  - Attend and assist in Orientations
- ▶ Maintain MOT lab/research area
- ▶ Will be available for specific requests made by the Director. Must be available within 24 hours of contact by the Director unless out of the country and other modes of communication is warranted.

