

## **BW Speech Clinic Graduate Assistant Position**

### **Position Description:**

BW Speech Clinic is seeking a graduate student to work in our on-campus Speech Clinic. This position will work with the Director of Clinical Education on the clinic schedule, facilities, materials, and daily operations of the BW Speech Clinic. The position has flexible hours to work around class schedules and availability. This student worker will develop a deeper understanding of the management of the Speech Clinic.

### **Duties & 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
- Become proficient user in 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
- Gain strong time management and organizational skills for being successful
- Learn confidentiality requirements as it pertains to the Speech Clinic

### **Qualifications:**

- Currently enrolled full-time student enrolled in the Speech-Language Pathology program
- Must be available to work a minimum of 5 hours up to 10 hours per week
- Have strong organizational skills and be able to work on multiple items at once
- Must be detail-oriented
- Must have the willingness to look at problems with creative, solution-focused approaches

### **Compensation:**

I am open to either a tuition reduction or hourly pay for this position.

### **Hours Per Week:**

I could use help up to 20 hours a week that could be split between multiple students. Currently, we have one administrative assistant to serve both the BW Speech Clinic and the CSD Department. Hiring a graduate assistant would allow our administrative assistant to delegate more time to department tasks.

In addition, I have been rolling these tasks into my job and breaks; this will allow me to free up the time needed for the development of partnerships, grant writing, and mentorship.