**HSAD/MHA Graduate Assistant Duties**

Tracks internships, capstone II and student progress in programs

Calls providers to find internship opportunities

Arranges internships

Tracks internship paperwork

Facilitates and tracks internship contracts

Sets meetings with healthcare leaders

Sets all midterm and final meetings for internships

Grades all papers for APA, grammar and spelling

Writing Intensive: reviews references, outline and rough drafts and returns to students with comments

Communicates with students (MHA and HSAD) regarding student academic issues (requires weekly office hours)

Monitors D2L classrooms for student issues/questions (has “questions for GA”)

Assists in coordination and facilitation of the Student Healthcare Leadership Organization

Researches and provides materials for blogs, Facebook and Twitter feeds to improve HSAD/MHA program visibility

Assembles and sends literature to providers and students

Other duties as assigned by the MHA/HSAD coordinator

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To apply: send a cover letter and resume to Heather at nursing@mnstate.edu. This position is open to all graduate students who are not currently enrolled in the MHA program. Priority is given to those students who apply for financial aid and receive work-study funds. Position begins March 2015 and continues year round until May 2017. If you have any questions, please call 218.477.2693 or e-mail nursing@mnstate.edu.