



# Bay State College

## PTA Program Work Study Physical Therapist Assistant Program

**Position Start Date:** ASAP

**Department:** Physical Therapist Assistant Program

**Supervisor:** Sara Knight

**Supervisor Email:** [sknight@baystate.edu](mailto:sknight@baystate.edu)

**Supervisor Phone:** (617)217-9007

**Position Title:** PTA Program Work Study

**Number of Positions Available:** 2

**Days/Times Required:** Flexible Tuesday through Friday

**Hours per Week:** 10 Hours Per Week

### **Job Description/Responsibilities:**

The PTA Department is looking to hire two (2) students to provide office assistance and lab organization needs to support the program faculty and staff. Tasks will include maintaining organization of lab equipment, setting up and taking down labs weekly with faculty direction, assisting with cleaning, completing laundry, copying, filing, phone coverage, and potential other office tasks as assigned. The ability to maintain confidentiality and work independently are required.

### **Skills/Qualifications Sought:**

Organized, attention to detail, strong communication, basic office skills, punctual

**How to Apply:** Please email a brief resume to Sara Knight at [sknight@baystate.edu](mailto:sknight@baystate.edu) for consideration.