



EMS – Graduate Assistant

One Position Available

Start Date: September 1, 2016

Description:

Boston University's Emergency Medical Services Graduate Assistant is an employee of the Department of Physical Education, Recreation, and Dance (PERD). The position is part-time, 20 hours per week with a monthly stipend and tuition remission. This position falls under the direct supervision of the Assistant Managers of BU Emergency Medical Services.

Responsibilities may include but are not limited to:

- Prepare, coordinate, and/or instruct all levels of CPR and First Aid classes
- Maintain records of instructors, students and classes, and the associated costs and income
- Contribute to EMS budget reports
- Interact with instructor staff to maintain quality assurance
- Maintain and manage inventory of class equipment, textbooks, paperwork, and supplies
- Assist with the running of the EMT class by:
 - Scheduling and coordinating lab days and instructors
 - Updating lecture and lab material
 - Managing and monitoring tests and student performance
 - Collecting and updating student records
 - Assisting with maintaining and preparing equipment for class
 - Performing QA/QI on class lectures and labs
 - Maintaining online educational platforms
- Perform record keeping and general administrative tasks as directed by the Manager or Asst. Manager of EMS.
- Assist in the creation and editing of documents, publication material, and web-based material
- Manage BUEMS email account and answer emails

Minimum Qualifications:

- Current Healthcare Provider CPR and Massachusetts Emergency Medical Technician certifications
 - At least one year experience as an EMT working for PERD (two years preferred)
 - Current CPR and First Aid Instructor Certification is preferred
 - Must be able to perform all the associated pre-hospital practical skills with an exceptional degree of proficiency and possess a strong knowledge of pre-hospital emergency care
 - Proficiency in Microsoft Office products and Windows 7 preferred
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Application Process:

Send an email or letter of application including cover letter and resume to:

Samantha Sawan & Brian Orsattie
EMS Managers
Boston University, Fitness and Recreation Center
915 Commonwealth Avenue
Boston, MA 02215
617-358-3408 | buems@bu.edu

Please be prepared to show your portfolio.
