



Emergency Medical Services – Graduate Assistant One Position Available

Description:

Boston University's Emergency Medical Services' (BUEMS) 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 BUEMS Managers.

Responsibilities may include but are not limited to:

- Prepare, coordinate, and instruct all levels of CPR, first aid, continuing education classes and EMT class
- Maintain records of instructors, students and classes, and the associated costs and income
- Interact with and provide written and verbal feedback for instructors and operational EMTs
- 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, including weekday and weekend dates
 - Updating content of 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 lectures, labs, and instructors
 - Maintaining online educational platforms, interface with IS&T and Jones & Bartlett as necessary
 - Teaching lectures and/or labs as needed
- Assist in the creation and editing of documents, publication material, and web-based material
- Respond to BUEMS emails and voicemails
- Provide back-up support and coverage for BUEMS operational shifts
- Assist with other departmental tasks and general administrative duties as requested

Minimum Qualifications:

- Current Healthcare Provider CPR/AED and MA Emergency Medical Technician certifications
- Ability to perform relevant pre-hospital practical skills with an exceptional degree of proficiency
- At least one year experience as an EMT
- Current CPR and First Aid Instructor certification (preferred)
EMT-Instructor/Coordinator certification (preferred)

Skills:

- Positive attitude
- Exceptional communication
- Attention to detail
- Willingness and eagerness to learn
- Professional and mature behavior, language, and interactions with others
- Computer literacy and proficiency with Microsoft Office products

Application Process:

Send an email including cover letter and resume to:

Ray Levy

Associate Director, Programs, EMS, Fitness & Physical Education

rlevy@bu.edu

617-358-0514