

*Administrative GA Cox Medical Group
(Graduate Assistant)*

Position Summary:

- This GA appointment will be for **Aug 12,2024-May 9,2025 with a stipend of \$ 12,230.**
- Note this GA position requires substantial additional requirements that are outlined in Exhibit A. These must be reviewed carefully and a signature indicating acknowledgment and willingness to comply must be returned with the application.

Description

The Community Graduate Assistant at Cox Medical Group is a critical support role aimed at enhancing the administrative capabilities of our healthcare organization. This position is tailored for a graduate student eager to immerse themselves in healthcare administration, fostering teamwork, and mastering project management skills. The successful candidate will exhibit exceptional organizational and communication prowess, demonstrate the ability to operate autonomously and collaboratively, and harbor a genuine desire to contribute positively to our system.

Position Responsibilities:

- **Program and Event Coordination:** Take an active role in the planning and execution of initiatives, programs, and events. Responsibilities include managing logistics, liaising with stakeholders, and assessing the impact of these activities.
- **Administrative Support:** Provide essential support to departmental staff by organizing meetings, preparing documents, and handling records maintenance, ensuring smooth operations within the department.
- **Data Management:** Engage in the collection, analysis, and presentation of data related to various projects and initiatives, contributing to informed decision-making and strategic planning.
- **Strategic Collaboration:** Work closely with both internal teams and external partners to aid the development and execution of strategic initiatives, facilitating a cohesive approach to organizational goals.
- **Community Engagement:** Address inquiries from community members, patients, and other stakeholders promptly and professionally, upholding the organization's reputation for responsive and courteous communication.
- **Professional Development:** Actively participate in meetings, training sessions, and other opportunities for professional growth, with a focus on expanding expertise in healthcare administration and community outreach.

Education and/or Experience

- Currently enrolled in a graduate program with a focus on healthcare administration, MBA public health, or a related field.

Skills, Proficiencies, Other Requirements

- Strong organizational and communication skills, with an emphasis on detail orientation and the ability to manage multiple priorities.
- Proficiency in data analysis and a comfortable user of technology for administrative tasks.
- Ability to work effectively both independently and as part of a diverse team.
- Demonstrated commitment to contributing positively to the healthcare community and a passion for community service.

How to Apply:

Interested candidates should submit their application, including the items listed below. Applications without both required elements will not be considered.

1. Resume
2. Cover letter addressing how you specifically meet the position responsibilities, educational requirements, and skills/proficiencies.
3. Read and Sign the form below Exhibit A if you agree to the terms.

Submit this application and the above required documents Dr. Jerry Masterson, Director of Graduate Interdisciplinary Programs (CommunityGA@missouristate.edu).

Name	
Date	
Current Address	
City/State/Zip	
Phone Number	
Email Address	
M-Number	
Permanent Address	
City/State/Zip	
Graduate Degree Program	

Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University. In addition, the University does not discriminate on any basis not related to the applicable educational requirements for students or the applicable job requirements for employees. The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Missouri State University is an Equal Opportunity/Affirmative Action employer. Inquiries concerning the grievance procedure, Affirmative Action Plan, or compliance with federal and state laws and guidelines should be addressed to Equal Opportunity Officer, Park Central Office Bldg. 111, 901 South National Ave., Springfield, MO, 65897, (417)836-3257.

Exhibit A: Additional Requirements for Service as CoxHealth GA

- Training (provided by CoxHealth)- GA must undergo training provided by CoxHealth in the following areas.
 - HIPAA Privacy Regulations
 - OSHA Blood Borne Pathogen Regulations (where appropriate)
- Screenings and Vaccinations- GA must provide proof to CoxHealth that the following are met prior to beginning services. If questions arise regarding accommodations, please contact CoxHealth HR or Student Scheduling department. Contact info available upon request.
 - Hepatitis B Immunization: GA must furnish CoxHealth proof of immunization or a signed statement declining Hepatitis B Vaccine.
 - TB Screening: GA must provide proof that they have tested negative for TB upon enrollment to their academic program prior to the beginning of the Graduate Student Services at Partner. If a GA's testing is positive, GA must notify Partner prior to sending the GA to Partner's facilities, to determine the next steps.
 - Hepatitis A Vaccination: If the Graduate Student Services involve food service, GA must provide proof of Hepatitis A vaccination series to Partner.
 - Tdap Vaccination: GA must provide proof of Tetanus/Diphtheria/Pertussis (Tdap) vaccination to Partner.
 - Measles, Mumps and Rubella immunity: GA must provide proof of immunity to Rubella, Measles and Mumps, or record of Measles, Mumps, Rubella (MMR) vaccination series after one (1) year of age.
 - Varicella: GA must provide proof of immunity to Varicella or record of Varicella vaccination series.
 - Seasonal Influenza Vaccination: GAs must provide proof that they have received the seasonal influenza vaccination at least fifteen (15) days prior to participation in the Graduate Student Services, if the Graduate Student Services will occur during active flu season in Greene County, Missouri.
 - Covid-19 Vaccination: CoxHealth requires GAs providing services under this Agreement that to receive and provide verification of Covid-19 vaccination in accordance with applicable laws and Partner's policies.
 - Other Screenings: GA must receive such other screenings as required by Partner policy and/or applicable laws.
 - Urine Screen: GA must submit to a urine drug screen prior to participating in the Graduate Student Services. The urine drug screen must be negative for at least the following drugs: Amphetamines, Barbiturates, Benzodiazepines, Cannabinoids, Cocaine, Methadone, Opiates, Oxycodone, Phencyclidine, and Propoxyphene and GA shall provide proof of the negative drug screen upon request.
- Background Checks and Exclusion Lists: GAs are required to have a criminal background check done for all states in which the individual has lived or worked in the previous seven (7) years in addition to a federal background check for the past seven (7) years. A criminal background check for the State of Missouri will also be done whether or not the individual has lived or worked in the State of Missouri. Convictions relating to dishonesty shall be evaluated through an individualized assessment process. Individuals convicted of terrorism and related offenses within the past seven (7) years will be excluded. The following contains a non-exhaustive list of criminal convictions, which shall include suspended impositions of sentence, which CoxHealth will consider in making the above determinations for each GA. In any matters involving discretion, Partner will consider whether the Graduate Student Services position has a reasonably tight nexus to the nature and

gravity of the offense at issue; and the time that has passed since the offense in determining whether the individual should be excluded.

Dishonesty (including, but not limited to)

- Blackmail or Extortion
- Bribery
- Burglar's Tools Violations
- Buying, Receiving or Possessing Stolen Property
- Embezzlement
- Forgery or Counterfeiting
- Fraud
- Larceny or Theft
- Motor Vehicle Theft
- Perjury or Suborning Perjury

Violence (including, but not limited to)

- Aggravated Assault
- Arson
- Burglary or Attempted Burglary
- Criminal Homicide
- Explosives violations
- Forcible Rape or Sexual Assault
- Hate Crime Violation
- Kidnapping
- Other Assaults
- Robbery
- Weapons Violation

Sex Offenses (including, but not limited to)

- Incest
- Indecent Exposure
- Intercourse with Impaired Person
- Sale of Obscene Literature
- Sodomy
- Statutory Rape
- Other Sex Offenses Involving a Minor

Controlled Substance Abuse (including, but not limited to)

- Sale
- Possession
- Paraphernalia
- Manufacture
- Growing
- Intent to Sell
- Intent to Manufacture
- Intent to Grow
- Use

Terrorism and Related Offenses

- Any and All Offenses

GA Applicant Statement

I have reviewed the list of necessary training, screenings, and vaccinations required by CoxHealth and am willing to comply with these requirements should I be selected for the position.

Name:

Signature:

Date: