



### MASSAGE THERAPY ASSISTANT

**SALARY GRADE:** [C2-36](#)

#### **POSITION CHARACTERISTICS:**

Position reports to the Dean, Physical Education and Athletics at De Anza College. Eleven (11) month assignment. Monday through Thursday, 8:00 AM to 12:00 PM. Flexible schedule, hours may fluctuate based on program need. Not to exceed sixteen (16) hours per week

#### **DUTIES:**

1. Maintain professional and timely response to e-mail and phone inquiries/correspondence from prospective students of the program.
2. Assist instructors in the instruction and grading of student SOAP charting skills.
3. Tutor students on the Salon Iris software program and assist with the student-run clinic.
4. Update graduate contact database on a continual basis; update graduate survey and distribute yearly.
5. Maintain accurate financial records.
6. Create course completion certificates for all students in the massage program.
7. Provide students with information and the paperwork necessary to successfully complete the internship appropriate to the individual student's massage certificate goal.
8. Keep a detailed and accurate database for all complete and incomplete internships.
9. Order supplies, tools, and aids for the program.
10. Monitor electronic job board to ensure respectable, professional employers post jobs for our graduates; encourage professionals within the community to place job postings on site.
11. Update the massage program web site as necessary.
12. Act as liaison with all massage program instructors.
13. Assist all Massage Program instructors with various projects as necessary.
14. Assist with the planning of massage events.

#### **MINIMUM QUALIFICATIONS:**

Must be a graduate of the De Anza College Massage Program and possess sufficient knowledge of the college and program to answer questions for prospective massage program students. Proficient in Salon Iris scheduling and financial record-keeping software, Microsoft Word, Excel and Outlook. Proficient in SOAP note chart documentation. Must possess current First Aid and CPR certification.

#### **EMPLOYMENT STANDARDS:**

##### **Knowledge of:**

1. De Anza College Massage Program, curriculum, internships, program certificates, job opportunities, licensure requirements, and national certification requirements.
2. Record-keeping techniques.
3. Modern office practices and procedures and equipment.
4. Computers, including familiarity with Word, Excel, and ClipArt.
5. Website maintenance.
6. Oral and written communication skills.
7. Interpersonal skills using tact, patience and courtesy.

**Ability to:**

1. Demonstrate commitment to the increased understanding of, sensitivity to, and respect for all cultural groups, women, and the disabled.
2. Establish and maintain cooperative and effective working relationships with others.
3. Ability to help students learn proper SOAP note charting skills.
4. Ability to maintain records and files.

**WORKING CONDITIONS:**

**Environment:**

1. Office environment.

**Physical Abilities:**

1. Hearing and speaking to exchange information and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read a variety of materials.

EEO Code: H-40

Date Created: November 2004