

**Graduate Assistant (G.A.) Position – Library  
Fall 2023 & Spring 2024**

**Department:** Library

**Supervisor:** Jane Peck, Director of Regis College Library

**Office Phone #:** 781-768-7307    **Email:** jane.peck@regiscollege.edu

**Hours of Position:** 112.5/semester

**Tuition Reduction:** \$2,500 per Semester

**Responsibilities and/or duties in this role:**

The G.A. position works in our circulation department handling library circulation, resolving printing issues, answering ready reference questions, collection maintenance, and special projects as assigned. Special projects can include research assignments, weeding projects, shelving, or other library tasks.

**Specific Qualifications/Skills required for this position:**

- Reliability
- Attention to detail
- Customer service experience
- Willingness to learn about library procedures
- Supervisory experience is a plus
- Ability to work Friday evening until 8:00 pm and/or weekend hours is preferred.

**Please email your completed application and resume directly to the Supervisor listed.**

\*For each semester, Graduate Assistants will receive a tuition discount of up to \$2,500 or \$5,000, depending on whether the position is part-time or full-time. The tuition discount will not exceed the total amount of tuition charged.

In general, Regis College may reduce the amount of any award, scholarship, tuition discount, or tuition benefit if the total amount exceeds the amount a student is charged in tuition. In other words, no student will receive a refund if their awards, scholarships, tuition discounts, or tuition benefits amount to more than the tuition charged.

Students must be enrolled in a minimum of 6 credits each term to remain eligible for their G.A. position.

For more information, visit the Graduate Assistant webpage.