

**Graduate Assistant (G.A.) Position—SLP Assistant
Fall 2021 & Spring 2022**

Department: Speech Language Pathology Program

Supervisor: Allan Smith, Program Director

Email: allan.smith@regiscollege.edu

Hours of Position: 15 hours/week (225/semester)

Tuition Reduction: \$5,000 per Semester

Responsibilities and/or duties in this role (include, but not limited to):

- Assist with scheduling appointments and meetings
- Assist with purchasing
- Manage the entering and organization of data and records
- Support with filing and cataloging materials and resources

Specific Qualifications/Skills required for this position:

- Must be enrolled in the SLP program
- Organized
- Flexibility
- Good with problem-solving
- Professionalism

Please email your completed application and resume directly to the position Supervisor, and to GraduateAssistant@regiscollege.edu