

**Graduate Assistant (G.A.) Position – Online Nursing Program Assistant  
Fall 2019 & Spring 2020**

**Department:** Online Nursing Graduate Programs - PMHNP

**Supervisor:** Cassandra Godzik, Assistant Professor & PMHNP Clinical Coordinator

**Office Phone #:** 781-768-8221    **Email Resume & Application to:** denise.harney@regiscollege.edu

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

**Tuition Reduction:** \$5,000 per Semester

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

- IRB proposals for grants and research
- Development of unique case studies to support the programs and making agendas
- Scheduling of meetings for students across the programs and making agendas
- Data analysis for a number of projects Regis College Nursing Program has with Care Dimensions Hospice and Palliative Care
- Working with the AACN Graduate Nurses Association at the national level to encourage students from our program to get involved in policy, research and advocacy.

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

- Graduate Nursing Student (Weston campus or Online)
- Possesses a working knowledge of Microsoft Word, Excel and Zoom
- Demonstrates excellent written and oral communication skills
- Demonstrates strong interpersonal, organizational and analytical skills
- Demonstrates initiative and a high level of self-motivation
- Conduct oneself in a highly professional and ethical manner

Please email your completed application and resume directly to Denise Harney, and CC  
GraduateAssistant@regiscollege.edu