

**Graduate Assistant Position—Online Nursing Programs
Summer 2022, Fall 2022 & Spring 2023**

Department: Online Nursing

Supervisor: Cassandra Godzik

Email: cassandra.godzik@regiscollege.edu

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

Tuition Reduction: \$5,000 per Semester

Responsibilities and/or duties in this role:

- Taking meeting minutes
- Clinical department assistance
- Data collection and analysis
- Research findings and dissemination
- Scheduling assistance
- Marketing support
- Support of faculty - various projects, assigned as needed
- Booklist maintenance
- Assistance with obtaining desk copies for faculty
- Graduate Student Nursing Academy support/running of group

Specific Qualifications/Skills required for this position:

- Proficient in Word/Excel or willing to train
- Team player
- Flexible

Please email your completed application and resume to onlinenursing@regiscollege.edu