

**Graduate Assistant (G.A.) Position – Marketing & Communications Admin
Fall 2019 & Spring 2020**

Department: Marketing and Communications

Supervisor: Christopher Loh

Office Phone #: 781-768-7610 **Email:** Christopher.loh@regiscollege.edu

Hours of Position: 7.5 hours/week (112.5/semester)

Tuition Reduction: \$2,500 per Semester

Responsibilities and/or duties in this role:

- Assist with the university's internal and external communications efforts
- Help promote the institution's work to current and prospective students through the use of social and multimedia
- Social media content production
- Brand journalism
- Extensive writing in multiple formats for press releases and the university's website

Specific Qualifications/Skills required for this position:

- Analytical thinking
- A clear ability to communicate

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