

**Graduate Assistant (G.A.) Position –Office of Student Accessibility Services  
Spring 2023**

**Department:** Office of Student Accessibility Services (OSAS)

**Supervisor:** Courtney Mulligan, Director of Student Accessibility Services

**Email:** courtney.mulligan@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:**

- The main role of this position is to provide support to students with disabilities in the accommodated testing center (Library 3rd floor).
- Duties include: proctoring exams, sending reminder emails, and coordinating with faculty members
- Position may also include some clerical work and program planning

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

- Strong communicator
- Punctual
- Organized
- Able to maintain confidentiality
- Interested in students with disabilities a huge plus

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