

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

Department: Learning Commons – Weston, MA Campus

Supervisor: Cynthia Bushey

Office Phone #: 781-768-8124 **Email:** cynthia.bushey@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:

- Work with graduate and undergraduate students to provide academic content support in nursing courses.
- Provide students with strategies to learn, remember, and recall content.
- Provide academic support in a friendly and non-judgmental way.
- Provide accurate information to students in their area of study.
- Collect data from each tutoring session and electronically log it for university record keeping.
- Make appropriate student referrals to college offices, department or professionals, when necessary.
- Attend and participate in all tutor training or professional development sessions required by the Coordinator of Tutoring Services.
- Maintain privacy of all student information, material, and discussion shared in the tutoring relationship.
- Appropriately clock in and out when scheduled to work.
- Occasionally carry out other duties as assigned.

Specific Qualifications/Skills required for this position:

- Must be an RN, enrolled in a graduate nursing program
- Interested applicants must have successfully completed all undergraduate nursing courses, with a minimum of a B+ in each course.
- Strong communication skills
- Prior tutoring experience preferred

Additional Information:

Learning Commons Mission:

The mission of the Learning Commons is to promote academic, personal, and professional growth for the diverse undergraduate and graduate student populations at Regis.

G.A. Description:

Graduate assistants working as tutors provide content support for Regis College students in their journey towards academic success. Tutors partner with students to help them address their areas of growth within a specific content area. Tutors are not expected to be content masters but are extremely confident in the area in which they tutor. Tutors help to shape the experience of the "tutee" by providing them with content information, applicable academic skills, and, in some cases, mentorship.

Hours spent during training, professional development, and individual meetings with the Coordinator for Tutoring Services count towards the total 7.5 weekly hours for this position.

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