

**Graduate Assistant (G.A.) Position – Online Programs Admin
Spring 2020**

Department: Online Learning

Supervisor: Jonathan Small & Denise Harney

Office Phone #: 781-768-8221 **Email:** denise.harney@regiscollege.edu, jonathan.small@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:

- Scan, upload, link clinical contracts
- Manage book list
- Assist with various projects (BON, licensing, NURSYS)
- Filing of documents

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 directly to the position Supervisor, and to
GraduateAssistant@regiscollege.edu