

**Graduate Assistant (G.A.) Position – Online Programs Admin  
Summer 2019, Fall 2019 & 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:** 15 hours/week (225/semester)

**Tuition Reduction:** \$5,000 per Semester

**Responsibilities and/or duties in this role:**

- Assist in the processing of ID's
- 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