

**Graduate Assistant (G.A.) Position – Health Services Admin  
Spring 2020**

**Department:** Health Services

**Supervisor:** Dianna Jones

**Office Phone #:** 781-768-7291    **Email:** [Dianna.jones@regiscollege.edu](mailto:Dianna.jones@regiscollege.edu)

**Hours of Position:** 15 hours/week (225/semester)

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

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

- Assist the Associate Dean/Medical Director of Regis Community Health Services with Administrative activities including, but not limited to:
  - Medical and health related research
  - Programmatic activities
  - Policy and procedure updates
  - Staff credentialing and licensure recertification
  - Other duties as assigned
- Actively participate in Health Services and Regis Community health awareness related events

Please email your completed application and resume directly to the position Supervisor, and to  
[GraduateAssistant@regiscollege.edu](mailto:GraduateAssistant@regiscollege.edu)