

**Graduate Assistant (G.A.) Position – Grad Affairs
Fall 2019 & Spring 2020**

Department: Graduate Affairs

Supervisor: Gillian Stanley, Kaitlynn Arvidson & Joanne Cardolaccia

Office Phone #: 781-768-7289 **Email:** Gillian.stanley@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:

- Support graduate affairs, which includes career services and office of partnerships, in the organization and staffing of events such as Admitted Student Days, Orientation and Career Services events.
- Support in on-going research projects, communication and administrative tasks.
- Assist in optimal scheduling of graduate programming.
- Assist with webinars providing technical and staffing support.

Additional Information:

- Proficient in Word/Excel
- Attention to detail
- Time management skills
- Ability to prioritize and work independently within a team environment
- Prior student affairs experience a plus, but not required

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