

**Graduate Assistant (G.A.) Position – Institutional Advancement & Alumni Relations  
Fall 2019 & Spring 2020**

**Department:** Office of Institutional Advancement and Alumni Relations

**Supervisor:** Jayanthi Srinath

**Office Phone #:** 781-768-7237    **Email:** Jayanthi.srinath@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:**

- Update records in Raiser's Edge database
- Engage in research
- Assist with mail merges
- File as needed
- Administrative support

**Specific Qualifications/Skills required for this position:**

- Experience with Microsoft Office – Excel and Word

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