

**Graduate Assistant (G.A.) Position – Dean's
Office Fall 2021 & Spring 2022**

Department: School of Nursing

Supervisor: Joyce Talanian, Executive Assistant to the Dean

Office Phone #: 781-768-7224 **Email:** joyce.talanian@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:

- Assist with processing expenses
- Aid with filing and creating spreadsheets
- Assist the Dean with special projects and other tasks

Specific Qualifications/Skills required for this position:

- Proficiency in Word, Excel and PowerPoint
- Organized

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