

**Graduate Assistant (G.A.) Position – Online Nursing Assistant  
Fall 2019 & Spring 2020**

**Department:** Online Nursing

**Supervisor:** Karen Crowley

**Office Phone #:** 781-768-8221    **Email:** karen.crowley@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 creating/distributing course vouchers
- Review Board of Nursing (BON) license data in Colleague
- Add new hires to spreadsheet
- Assist with various projects (BON, licensing, NURSYS)

**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