

Graduate Assistant Position – Graduate Clinical Programs - Nursing Administration
Summer 2022, Fall 2022 & Spring 2023

Department: Graduate Clinical Programs

Supervisor: Karin Oliveira

Email: karin.oliveira@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 graduate clinical contracts coordinator complete the administrative tasks needed to secure the clinical agreement in the clinical placement process.
- Prepare contract templates, follow-up with clinical placement contacts with reminders and collect fully executed agreements and upload to the CORE Elms software system by adding the clinical site profile and linking the appropriate agreement.
- When time permits there are other administrative duties that involve collecting and uploading the preceptor's professional license, certifications and CV/resumes under the preceptor's profile in CORE Elms.
- This role serves as a member of the graduate clinical placement team with oversight from the graduate clinical program director and the clinical contracts coordinator.

Specific Qualifications/Skills required for this position:

- Duties require knowledge of administrative skills
- Knowledge of computer software programs and applications for word processing, spreadsheets, database management.
- Ability to work remotely with a limited amount of supervision and as a team member.
- Ability to handle multiple tasks and consistently meet deadlines with fast turnaround.
- Ability to maintain confidentiality of sensitive information.
- Ability to communicate complex information effectively both verbally and in writing.
- Ability to plan and schedule time for maximum productivity.
- Applicant must be attentive to detail, organized and dependable.

Please email your completed application and resume to the supervisor listed above.