

**Graduate Assistant (G.A.) Position—Graduate Nursing Preceptor Outreach Specialist
Summer 2022, Fall 2022 & Spring 2023**

Department: Office of Clinical Placements

Supervisor: Karin Oliveira, Director of Clinical Programs

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 (include, but not limited to):

- The Preceptor Outreach Specialist role assists the Assistant Director in the collaborative process with students to help identify preceptors and clinical sites for students who experience hardship in obtaining a preceptor on their own on a one-on-one basis.
- The outreach specialist will research potential preceptors and clinical sites in counties across the United States, make telephone calls and emails to site contacts and preceptors to secure clinical placement opportunities for student across all nurse practitioner specialty tracks.
- The outreach specialist will post opportunities in Moodle, and assist in maintaining our internal master preceptor/clinical site list.
- This role serves as a member of the graduate clinical placement team with oversight from the graduate clinical program assistant director.

Specific Qualifications/Skills required for this position:

- Experience with administrative tasks
- Strong phone presence and experience placing numerous daily calls
- Knowledge of computer software programs and applications for word processing, spreadsheets, and database management.
- Ability to navigate websites and social media for necessary information.
- Ability to work remotely with a limited amount of supervision, while still being a team player.
- Ability to handle multiple tasks and consistently meet deadlines.
- 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 directly to the position Supervisor, and to
GraduateAssistant@regiscollege.edu**