

**Graduate Assistant (G.A.) Position—Graduate Nursing Preceptor Outreach Specialist
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: Up to \$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**

*For each semester, Graduate Assistants will receive a tuition discount of up to \$2,500 or \$5,000, depending on whether the position is part-time or full-time. The tuition discount will not exceed the total amount of tuition charged.

In general, Regis College may reduce the amount of any award, scholarship, tuition discount, or tuition benefit if the total amount exceeds the amount a student is charged in tuition. In other words, no student will receive a refund if their awards, scholarships, tuition discounts, or tuition benefits amount to more than the tuition charged.