

**Graduate Assistant (G.A.) Position—Graduate Affairs/Enrollment  
Fall 2021 & Spring 2022**

**Department:** Graduate Affairs/Enrollment

**Supervisor:** Kate Sutherland, VP of Graduate Enrollment and Student Services

**Email:** [kate.sutherland@regiscollege.edu](mailto:kate.sutherland@regiscollege.edu)

**Hours of Position:** 7.5 hours/week (112.5/semester)

**Tuition Reduction:** \$2,500 per Semester

The VP of Graduate Enrollment and Student Services seeks a graduate assistant to assist her and the rest of the team on a variety of administrative and research tasks, including:

- Scheduling large meetings
- Research on trends in higher ed and competitive intelligence on campus based and online programs
- Phone outreach to individual students
- Support for on campus and online events

**Specific Qualifications/Skills required for this position:**

- Excellent organizational skills
- Attention to detail, ability to multi-task
- Interest in assisting with events
- Ability to prioritize and work independently within a team environment
- Enrolled in an on-campus program - will work on-campus with Kate

Please email your completed application and resume directly to the position Supervisor, and to [GraduateAssistant@regiscollege.edu](mailto:GraduateAssistant@regiscollege.edu)