

**Graduate Assistant (G.A.) Position – Lawrence Campus
Fall 2019 & Spring 2020**

Department: Undergraduate Student Affairs and Enrollment

Supervisor: Kelly Golden

Office Phone #: 978-552-5818 **Email:** Kelly.golden@regiscollege.edu

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

Tuition Reduction: \$2,500 per Semester

Responsibilities and/or duties in this role:

- Support Regis North operation, including assistance with marketing, event management and planning.
- Assistance in scheduling for Regis North spaces, including classes and other events.
- Support with ongoing research projects, communication and administrative tasks.
- Create communication mechanisms (ex. Newsletters, fliers, digital marketing) to reach students and the larger community.

Specific Qualifications/Skills required for this position:

Attention to detail and good organizational skills.

Please email your completed application and resume directly to the position Supervisor, and to
GraduateAssistant@regiscollege.edu