

**Graduate Assistant (G.A.) Position—Occupational Therapy Assistant
Fall 2022 & Spring 2023**

Department: Occupational Therapy

Supervisor: Michael Roberts, Program Director of OT Program

Email: michael.roberts@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:

- Assist with document production for accreditation self-study and on-site visit
- Assist with documentation and outcomes management for academic fieldwork program
- Filing and record-keeping for fieldwork program
- Record-keeping for student records related to fieldwork
- Record-keeping for departmental admissions procedures

Specific Qualifications/Skills required for this position:

- Must be enrolled in the Occupational Therapy program
- Proficiency with word processing
- Experience with databases and web applications
- Organized and efficient

Please email your completed application and resume directly to the position Supervisor