

**Graduate Assistant (G.A.) Position – Dean's Office for the School of Health Sciences
Fall 2021 & Spring 2022**

Department: School of Health Sciences

Supervisor: Nina Forster, Executive Assistant to the Dean

Office Phone #: 781-768-7260 **Email:** nina.forster@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 the Dean of Health Sciences, Nina Forster and other School of Health Sciences faculty as needed
- Duties include:
 - Filing
 - Data entry
 - Mail pickup/delivery
 - Provide research support
 - Assist with miscellaneous projects as needed

Specific Qualifications/Skills required for this position:

- Ability to maintain confidentiality
- Ability to work independently
- Attention to detail
- Experience with Word and Excel

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