

**Graduate Assistant (G.A.) Position – President's Lecture Series on Health  
Spring 2020**

**Department:** Nursing

**Supervisor:** Penelope Glynn

**Email:** Penelope.Glynn@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:**

- Registrations
  - Collecting all online registrations
  - Creating Excel spreadsheet for each President's Lecture
  - Regularly maintain registrations prior to each lecture, send weekly reports
  - Develop and print sign-in sheets for RN's, Social Workers and other health professionals
- During Semester:
  - Attend two committee meetings, take minutes
  - Create copies of material for panel attendees
  - Panel content research
- Day of Panel (2 panels per semester)
  - Assist with set-up
  - Manage sign-in booth
  - Manage microphone use during Q&A portion of panel
  - Help collect evaluations and distribute CEUs
  - Assist with clean-up
- Post-Panel
  - Summarize all evaluations on excel spreadsheet
  - Reconcile attendance sheets with registrations for the evening
  - Create new attendee lists with gathered information
- Ongoing Projects

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