

Graduate Assistant (G.A.) Position—Administrative Operations for President’s Lecture Series Fall 2022 & Spring 2023

Department: President’s Office – President’s Lecture Series

Supervisor: Penelope Glynn, PhD, RN

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:

General assistance with the four president's lecture series panels a year. Setting up meetings, coordinating with panelists, sending out emails, etc.

Registrations:

- Collecting all online registrations over the course of the semester
- Complete Excel spreadsheet of registrations for each President’s Lecture Panel Enter all registrations at least every week, and then every 2-3 days beginning 1 month prior to the lecture
- Send reports on the numbers to me 1 x week
- Print sign-in sheets for RNs, Social Workers, and others if necessary

For Panel:

- Pick up gifts for panelists in the Bookstore
- Xerox handouts when needed the day before the panel or day of the panel.
- Help set-up as soon as you are available on the night of the panel
- Be available for sign-in period which begins about 5:00 pm
- Move microphone through the crowd during Q&A from 8:00 to 8:30
- Help collect materials etc. from the stage at the end of the panel
- Help collect evaluations and distribute CEUs at the end of the panel
- Help with packing up equipment at the end of the evening

Evaluations:

- Summarize all evaluations on an Excel spread sheet within 2 weeks of the panel’s completion

Projects

- Ongoing over the course of the year when time is available.
- Organizing materials in folders from previous lectures. Discarding what isn’t necessary etc.
- Organizing the file cabinet
- Further developing Shared Drive for PLS – creating new folders, transferring material etc from folder on flashdrive to folders in shared drive.
- Much of the work can be done from home on a very flexible schedule, although some project work could require time in the office, and presence on the night of the panels is preferred.
- Project work and time in office would not be until Spring of 2023

Qualifications for this Role:

- Strong interpersonal, organizational, and computer skills.
- Ability to run Zoom meetings
- Strong knowledge of Excel
- Ability to work independently and self-directed.
- Must be available for possible in-person operations on the following dates: October 5th, 2022, November 9th, 2022, March 15th, 2023, and April 5th, 2023.

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