

Graduate Assistant (G.A.) Position - FOIL Representative
Fall 2023 & Spring 2024

Department: Finucane & O'Sullivan Institute for Learning

Supervisor: Caitlyn Masiero

Email: caitlyn.masiero@regiscollege.edu

Hours of Position: 112.5/semester

Tuition Reduction: \$2,500 per Semester*

Responsibilities and/or Duties in this Role:

The primary responsibility is to provide Regis students with information regarding The Finucane and O'Sullivan Institute for Learning and assisting them on how to access those resources while referring students to other appropriate college resources as necessary.

- Greet students who are looking for the Institute for Learning or Academic Advising
- Provide students with information on academic resources offered through the Institute for Learning
- Make appropriate student referrals to college offices, departments, or professionals when necessary
- Support Institute for Learning staff with small clerical task/projects as needed.
- Assist with promoting and planning of office programming
- Maintain privacy of all student information
- Appropriately clock in and out when scheduled to work
- Occasionally carry out other duties as assigned

Please email your Resume and application directly to the supervisor listed above.

*For each semester, Graduate Assistants will receive a tuition discount of up to \$2,500 or \$5,000, depending on whether the position is part-time or full-time. The tuition discount will not exceed the total amount of tuition charged.

In general, Regis College may reduce the amount of any award, scholarship, tuition discount, or tuition benefit if the total amount exceeds the amount a student is charged in tuition. In other words, no student will receive a refund if their awards, scholarships, tuition discounts, or tuition benefits amount to more than the tuition charged.

Students must be enrolled in a minimum of 6 credits each term to remain eligible for their G.A. position. For more information, visit the Graduate Assistant webpage.