

Graduate Assistant (G.A.) Position -Graduate Clinical Programs

Fall 2023 & Spring 2024

Department: Graduate Clinical Programs

Supervisor: Karin Oliveira

Email: karin.oliveira@regiscollege.edu

Hours of Position: 225/semester

Tuition Reduction: \$5,000 per Semester*

Responsibilities and/or Duties in this Role:

The Clinical Program Assistant role will assist the graduate clinical coordinators complete the administrative tasks needed to secure the students clinical placement by managing the centralized clinical placement systems used by many of the hospitals and large healthcare systems. The assistant will enter requests into the CCP system, monitor the system for approvals, work with the healthcare organizations and students during the onboarding process to assure the students receive instructions and documentation required is prepared and sent into the healthcare organization in a timely manner. When time permits there are other administrative duties that involve collecting and uploading the preceptor's professional license, certifications, and CV/ resumes under the preceptor's profile in CORE Elms. This role serves as a member of the graduate clinical placement team with oversight from the graduate clinical program director. This position will help to expedite the clinical approval process and create more time for coordinators to focus on the clinical placement approval process. We receive approximately 1200 sites that need approval each semester. The addition of the clinical programs assistant will increase the level of satisfaction for students if we can be sure each student is approved to begin their clinical placement before the semester begins.

Specific Qualifications/Skills required for this position:

- Duties require knowledge of administrative skills
- Knowledge of computer software programs and applications for word processing, spreadsheets, database management.
- Ability to work remotely with a limited amount of supervision and as a team member.
- Ability to handle multiple tasks and consistently meet deadlines with fast turnaround.
- Ability to maintain confidentiality of sensitive information.
- Ability to communicate complex information effectively both verbally and in writing.
- Ability to plan and schedule time for maximum productivity.
- Applicant must be attentive to detail, organized and dependable.

Please email your completed application and resume directly to the Supervisor listed.

*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.