

**Graduate Assistant (G.A.) Position—Communications and Marketing
Spring 2023**

Department: Communications & Marketing

Supervisor: Michael Guilfoyle

mail: michael.guilfoyle@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:

- Drafting press releases, media advisories, internal messages and social media content
- Research on an array of subject matter
- Drafting outcomes information for the Regis College website
- Tracking media coverage of Regis College
- Tracking State and Federal legislation as it relates to higher education
- Collecting and drafting content for Regis' social media channels

Specific Qualifications/Skills required for this position:

- Familiarity with social media, excel, and good writing skills

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

*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.