Graduate Assistant (G.A.) Position – School of Nursing - Accreditation

Fall 2026 and Spring 2027

Department: School of Nursing

Supervisor: Dean Sharon Higgins

Email: Sharon.higgins@regiscollege.edu

Hours of Position: 112.5/semester

Tuition Reduction: $2,500 per Semester*

Responsibilities and/or duties in this role:

Administrative Assistant who will assist with data entry, data integrity, schedules, and Core Elms.

Specific Qualifications/Skills required for this position:

Adept at using Microsoft tools such as Word, Excel, PowerPoint, SharePoint, One Drive, etc. Ability to learn quickly and ask questions when they arise. Punctual and dependable. Willing to try new technologies and learn new platforms/programs.

To Apply: Email Supervisor listed above with your Resume and Statement of Purpose.

**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.*