

Graduate Assistant (G.A.) Position – Graduate Clinical Programs, Contract Assistant
Fall 2026, Spring 2027, and Summer 2027

Department: School of Nursing – 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 Contract Assistant role assists the graduate clinical contracts coordinator complete the administrative tasks needed to secure the clinical agreement in the clinical placement process.

The contract assistant will file fully executed contracts, follow-up with clinical placement contacts with reminders and collect fully executed agreements, may prepare contract templates and add contracts to the CORE Elms software system by adding the clinical site profile and linking the appropriate agreement.

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.

Specific Qualifications/Skills required for this position:

- 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.

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.