

Graduate Assistant (G.A.) Position – Graduate Clinical Programs, Preceptor Outreach
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 Preceptor Outreach Specialist role assists the Director in the collaborative process with students to help identify preceptors and clinical sites students that experience hardship in obtaining a preceptor on their own in a one-on-one basis.

Additionally, the outreach specialist will research potential preceptors and clinical sites in counties across the United States, make telephone calls and emails to site contacts and preceptors to secure clinical placement opportunities for student across all nurse practitioner specialty tracks, post opportunities in Moodle, and assist in maintaining our internal master preceptor/clinical site list.

This role serves as a member of the graduate clinical placement team with oversight from the graduate clinical program director. Currently our department does not have the capacity and human resources to provide these services. In the past we have been able to assist students in securing clinical placement sites, enabling them to progress in their NP program.

Specific Qualifications/Skills required for this position:

- Strong phone presence and experience placing numerous daily calls.
- Knowledge of computer software programs and applications for word processing, spreadsheets, and database management.
- Ability to navigate online websites and social media for necessary information.
- Ability to work remotely with a limited amount of supervision and as a team member.
- Ability to handle multiple tasks and consistently meet deadlines.
- 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.