

Graduate Assistant (G.A.) Position – Counseling Program
Fall 2026, Spring 2027, and Summer 2027

Department: Counseling

Supervisor: Dr. Brandon Jones

Email: brandon.jones@regiscollege.edu

Hours of Position: 112.5/semester

Tuition Reduction: \$2,500 per Semester*

Responsibilities and/or duties in this role:

- Provide administrative support to the GCP Director as well as to the Clinical Placement Coordinator
- Assist with accreditation documentation.
- Help maintain records for re-accreditation and re-certification.
- Help update clinical site and partnership contact information.
- Assist the department with departmental events (e.g., community meetings, upcoming site visits for accreditation, partnership events).
- Work with the Director of Graduate Counseling Programs to prepare informational materials and meet with students at graduate admissions events.
- Work with prospective students to connect them to current students at Accepted Students gatherings and events.
- Additional duties will include monitoring and updating the department's community Moodle page and/or social media pages as directed.

Specific Qualifications/Skills required for this position:

- Skilled with using Microsoft Word, Excel, PowerPoint, and OneDrive.
- Possess exemplary organizational skills.
- Works well with both administrators and students.
- Comfortable being a utility player and confident with multitasking.
- Demonstrate excellent written and verbal communication skills.
- Demonstrate an ability to convey a professional presence on social media.
- Previous coursework in psychology and a commitment to furthering the GCP mission.
- Ability to represent the GCP programs as an ambassador to new students.

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.