

Graduate Assistant (G.A.) Position – Graduate Admissions
Fall 2026 and Spring 2027

Department: Graduate Admissions

Supervisor: MJ Barron

Email: maryjane.barron@regiscollege.edu

Hours of Position: 112.5/semester

Tuition Reduction: \$2,500 per Semester*

Responsibilities and/or duties in this role:

Some responsibilities for a GA in the Graduate Admission office include: Data Entry/Updating, Attend information sessions , Assist with Admitted Student Events, Reach out and communicate with prospects, Special projects upon request, Provide prospective student tours. Having a GA for our office is extremely beneficial as we have them speak with prospects, complete outreach to applicants at all stages and provide campus tours. We have found it extremely beneficial to have a current graduate student communicating with prospects no matter the program of interest.

Specific Qualifications/Skills required for this position:

Excellent organization skills, Time management skills , Attention to detail , Ability to prioritize and work independently within a team environment , Willingness to speak with prospective 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.*