

Graduate Assistant (G.A.) Position – Academic Affairs
Fall 2026

Department: Center for Instructional Innovation

Supervisor: Christine Schwartz

Email: Christine.schwartz@regiscollege.edu

Hours of Position: 112.5/semester

Tuition Reduction: \$2,500 per Semester*

Responsibilities and/or duties in this role:

The Center for Instructional Innovation Graduate Assistant supports the development and dissemination of professional development resources for Regis faculty and staff. The Center for Instructional Innovation (CII) promotes, models, supports, and celebrates innovative evidence-based teaching to foster transformative learning experiences in all modalities. During this academic year, CII is building a new internal resource repository and a series of asynchronous training pathways focused on inclusive and innovative teaching practices.

The Graduate Assistant will contribute to this initiative by:

- Conducting literature reviews on evidence-based teaching practices and synthesizing findings into accessible formats. (e.g., annotated bibliographies, resource summaries)
- Assisting in the development of repository content and asynchronous training materials on topics such as generative AI, digital accessibility, and active learning. Creating and distributing promotional materials (e.g., newsletters, web content, and digital graphics) to increase engagement with CII offerings.
- Supporting project coordination, including tracking timelines, organizing materials, and assisting with implementation milestones.
- Through this role, the Graduate Assistant will help advance CII's faculty development efforts that promote inclusive, student-centered teaching across the university.

Specific Qualifications/Skills required for this position:

- Secondary Research/Literature Reviews
- Project Management; Microsoft Suite (e.g., MS Forms, OneDrive, SharePoint)
- Preferred: Instructional Design Experience

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.