

**Graduate Assistant (G.A.) Position – Graduate Online Nursing
Summer 2026**

Department: Graduate Online Nursing Programs

Supervisor: Michele Pedulla

Email: onlinenursing@regiscollege.edu

Location of Position: Remote

Hours of Position: 225/semester

Tuition Reduction: \$5,000 per Semester*

Responsibilities and/or duties in this role:

- Taking Meeting minutes
- Research
- BON NURSYS
- Formatting and creating word/excel documents.
- Filing electronically in a OneDrive/SharePoint.

Specific Qualifications/Skills required for this position:

- Familiar with zoom, Microsoft Office 365, and SharePoint
- Good time management
- Detail oriented and organized