

Graduate Assistant (G.A.) Position – Office of Student Accessibility Services (OSAS)
Fall 2025 and Spring 2026

Department: OSAS

Supervisor: Paula Grow

Email: paula.grow@regiscollege.edu

Location of Position: In-person

Hours of Position: 112.5/semester

Tuition Reduction: \$2,500 per Semester*

Responsibilities and/or duties in this role:

- Distribute and proctor accommodated testing for the Testing Center
- Maintain confidentiality on all privileged information
- Act as a resource for anyone with questions regarding the Office of Student Disability & Accessibility Services
- Maintain an organized environment when in the office
- Represent the Office of Student Disability & Accessibility Services in a positive and professional manner
- Other duties as assigned

Specific Qualifications/Skills required for this position:

- Must be able to work independently as well as collaboratively on a team.
- Must be able to maintain student confidentiality due to the privileged information that the Office of Student Disability & Accessibility Services handles.
- Must be organized and personable.
- Understanding that the position will require flexible hours, including occasional nights and weekends.
- Must abide by all non-discrimination policies.
- Ability to enforce testing regulations.
- Comfortable working with and troubleshooting technology as it applies to testing).
- Basic knowledge/ability to learn Microsoft Office Suite and other software.

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.