Graduate Assistant (G.A.) Position – Pre-Licensure Nursing

Fall 2026 and Spring 2027

Department: Pre-Licensure Nursing

Supervisor: Dr. Mary Lou Cullen

Email: Marylou.cullen@regiscollege.edu

Hours of Position: 112.5/semester

Tuition Reduction: $2,500 per Semester*

Responsibilities and/or duties in this role:

The Graduate Assistant (GA) provides administrative and academic support to faculty and leadership within the Pre-Licensure Nursing Department (PLD).

Under the supervision of the Associate Dean or designee, the Graduate Assistant may assist with course organization, preparation and formatting of instructional materials, maintenance of course documents, data entry and tracking, preparation of meeting materials, organization of assessment and accreditation documentation, and other administrative projects supporting the ASN and BSN programs.

Specific Qualifications/Skills required for this position:

- Assist with data entry, spreadsheets, surveys, and compilation of program data.
- Organize documents related to curriculum, assessment, accreditation, and program evaluation.
- Assist with preparation of faculty meetings, agendas, minutes, and committee materials.
- Support faculty with copying, scanning, formatting, and maintaining electronic files.
- Perform other administrative duties as assigned.

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.*