

Graduate Assistant (G.A.) Position – President's Lecture Series
Fall 2025 & Spring 2026

Department: President's Lecture Series

Supervisor: Penny Glynn

Email: penny.glynn@regiscollege.edu

Location of Position: virtual

Hours of Position: 112.5/semester

Tuition Reduction: \$2,500 per Semester*

Responsibilities and/or duties in this role:

Should be available for panels on **October 21, 2026 and November 8, 2026**. Panels are scheduled from 5:00 - 8:30 pm.

Registrations

1. Collecting all online registrations over the course of the semester
2. Complete Excel spreadsheet of registrations for each President's Lecture Panel
Enter all registrations at least every 2 weeks, and then every 2-3 days beginning 1 month prior to the lecture
3. Send reports on the numbers to me 1 x every 2 weeks
4. Revise Zoom instructions as necessary for each panel and send to registrants as soon as possible after their registering for the panel
6. Send reminder on the Monday before the panel
7. Produce BIO slides for each of the panelists to be used the night of the panel

During the Panel:

1. Admit registrants to the events
2. Help monitor the chat during the Q&A
3. Post the evaluation tool at the end of the panel

Evaluations:

1. Work with evaluation results to produce first draft of an evaluation summary for each of the four panels
2. Send certificates to all the RN attendees who completed evaluations.

Specific Qualifications/Skills required for this position:

1. Experience in conducting Zoom meetings
2. Excellent organizational skills, strong knowledge of Excel, Word, and ChatGPT (professional version if possible), self-directed, good interpersonal skills, ability to say No to requests from participants, speakers etc. (when appropriate),
3. All of the work can be done from home, on a very flexible schedule. ZOOM presence on the night of the panels is a requirement. For fall: October 21, 2026 and November 8, 2026
4. Participating in committee and marketing meetings via ZOOM when available.

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.*