

Graduate Assistant (G.A.) Position – School of Health Sciences Compliance Coordinator
Fall 2026 and Spring 2027

Department: School of Health Sciences

Supervisor: Lillian Watkins

Email: Lillian.watkins@regiscollege.edu

Hours of Position: 112.5/semester

Tuition Reduction: \$2,500 per Semester*

Responsibilities and/or duties in this role:

- Tracking affiliation agreement expiration dates and maintaining agreement records.
- Drafting new affiliation agreements using approved templates.
- Routing agreements for signatures and tracking completion status.
- Drafting student onboarding and compliance emails at the start of each academic term
- Supporting additional compliance-related and operational projects as assigned throughout the semester

Specific Qualifications/Skills required for this position:

- Strong organizational skills and attention to detail.
- Professional written communication skills.
- Ability to manage multiple tasks and deadlines.
- Comfortable working with email communication, spreadsheets, and basic database/compliance management systems.
- Ability to maintain confidentiality and work professionally within an academic environment.

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.*