

Graduate Assistant (G.A.) Position – Accessibility Services
Fall 2024 & Spring 2025

Department: Office of Student Accessibility Services

Supervisor: Ludmila Neves

Email: Ludmila.neves@regiscollege.edu

Location of Position: Weston Campus

Hours of Position: 112.5/semester

Tuition Reduction: \$2,500 per Semester*

Responsibilities and/or duties in this role:

The main role of this position is to provide support to students with disabilities in the accommodated testing center (Library 3rd floor). Duties include: proctoring exams, sending reminder emails, and coordinating with faculty members. Position may also include some clerical work and program planning.

Specific Qualifications/Skills required for this position:

- Must be available to work one of the following schedules:
 - Wednesdays from 9am to 4pm, **or**
 - Tuesdays from 1pm to 4 or 5pm **and** Wednesdays from 8 or 9am to 12pm
- Strong communicator
- Punctual
- Organized
- Able to maintain confidentiality
- Interested in students with disabilities a huge plus

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**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.*