

Graduate Assistant (G.A.) Position – Office of Marketing & Communications
Fall 2024 & Spring 2025

Department: Communications

Supervisor: Elise Yonika

Email: elise.yonika@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 Graduate Assistant for Communications will assist with curating and formatting campus email messages and newsletters, create events on the Regis community events calendar, execute website edits, draft news stories for the Regis website and outside publications, design graphics for social media/flyers/campus signage, assist with data analysis for monthly KPI reports, and other duties as assigned.

Specific Qualifications/Skills required for this position:

- Strong communication skills with an emphasis on writing
- Attention to detail
- Time management skills
- Preferred: Graphic design (Canva, Adobe Creative Suite), interest in field of Marketing and Communications

[Click Here to Apply](#)

**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.*