

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

Department: Marketing

Supervisor: Michael Guilfoyle

Email: Michael.guilfoyle@regiscollege.edu

Location of Position: Remote

Hours of Position: 225/semester

Tuition Reduction: \$5,000 per Semester*

Responsibilities and/or duties in this role:

The Marketing graduate assistant works closely with the Director of Marketing to manage various aspects of our marketing campaigns including information session email communication and workflows, social media content, and various other marketing tasks.

Specific Qualifications/Skills required for this position:

- Experience using Canva and/or Adobe Creative suite for creative work.
- Experience using Microsoft Excel.
- Knowledge and experience with email automation and/or marketing automation/CRM systems is preferred but not required.
- Candidate should be a flexible, self-directed member of the team.

[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.*