

Graduate Assistant (G.A.) Position – President’s Lecture Series
Fall 2024 & Spring 2025

Department: President’s Lecture Series

Supervisor: Penelope M. Glynn, PhD, RN

Email: Penelope.glynn@regiscollege.edu

Location of Position: Remote/zoom

Hours of Position: 112.5/semester

Tuition Reduction: \$2,500 per Semester*

Responsibilities and/or duties in this role:

Administrative Operations for President’s Lecture Series

- Should be available for panels:
 - October 23, 2024
 - November 19, 2024
 - March 12, 2025
 - April 9, 2025
 - Panels are from 5:00 -8:30 pm

Registrations

- Collecting all online registrations over the course of the semester
- Complete Excel spreadsheet of registrations for each President’s Lecture Panel
- Enter all registrations at least every week, and then every 2-3 days beginning 1 month prior to the lecture
- Send reports on the numbers to me 1 x week
- Revise Zoom instructions as necessary for each panel and send to registrants one week before panel, and then every day the week of the panel.
- Produce BIO slides for each of the panelists to be used the night of the panel

During the Panel:

- Admit registrants to the events
- Help monitor the chat during the Q&A
- Post the evaluation at the end of the panel

Evaluations:

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

Projects (Ongoing over the course of the year when time is available):

- Further developing Shared Drive for PLS – creating new folders, transferring material etc from folders or flash drive to folders in shared drive

Specific qualifications and skills required for the position:

- Experience in conducting Zoom meetings
- Excellent organizational skills, strong knowledge of Excel and Word, self-directed, good interpersonal skills.
- Much of the work can be done from home, on a very flexible schedule. ZOOM presence on the night of the panels is preferred.
- Participating in committee and marketing meetings via ZOOM when feasible.

[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.*