Molloy College
Request for Graduate Assistantship/Graduate Research Assistantship Position

Division/Department: DSS/STEEP

Supervisor's Name and Title: Cari Rose-Tomo

Graduate Assistantship Position Title: 

Check One: Graduate Assistantship [✓] Graduate Research Assistantship [ ]

Please identify the areas you feel best suits your position for a graduate assistant (check all that apply):

[✓] MBA [✓] Criminal Justice [✓] Education [✓] Nursing [✓] Music Therapy [✓] Speech Language-Pathology

[✓] Clinical Mental Health Counseling [ ] Education – Ed.D. [ ] Nursing Ph.D. [ ] Nursing DNP

Please describe the major duties and responsibilities of this position:

- Proctor exams, making sure that accommodations are provided (e.g., scribing, reading tests)
- Provide enrolled students with assistance in time management, study skills, etc.
- Assist in facilitation of weekly discussion groups
- Serve as liaison to L.E.A.D. Club (Leadership, Education, and Awareness of Disabilities)
- Read current literature about higher education and disabilities, as provided by Coordinator
- Work with software (Accommodate) for scheduling and database updates
- Initiate updates of DSS/STEEP portion of Molloy website
- Assist in general office duties, including obtaining and returning exams

Please list the knowledge, skills and abilities necessary for this position:

- Ability to demonstrate patience and understanding with ALL students
- Ability to keep strict confidentiality and respect personal information regarding students
- Ability to demonstrate organizational and interpersonal skills
- Ability to work independently as well as cooperatively
- Ability to whisper while proctoring
- Website development and social media expertise is a plus.

Please detail the schedule of hours of work for this position (Must add up to 150 hours per semester):

Flexible [✓] or please list hours needed: Monday-Thursday with one evening per week and weekends as needed. Some hours are based on DSS/STEEP students’ schedules.

Do you have a graduate assistant currently in this position that you will be returning next year?

[✓] Yes [ ] No

If yes, Name __________________________

Supervisor’s Signature: __________________________ Date: 11-6-19

Dean or Department Head’s Signature: __________________________ Date: 11-6-19

Please return to the Kathleen Maurer Smith
Dean for Graduate Academic Affairs (K009)
ksmith@molloy.edu