Molloy College
Request for Graduate Assistantship/Graduate Research Assistantship Position

Division/Department: DSS/STEED

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 suit 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/STEED 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/STEED 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