Molloy College
Request for Graduate Assistantship/Graduate Research Assistantship Position

Division/Department: Alumni Relations/Annual Fund
Supervisor’s Name and Title: Mary Jane Reilly, Director of Alumni Relations
Graduate Assistantship Position Title: Graduate Assistant: Alumni Relations
Check One: Graduate AssistantshipX Graduate Research Assistantship___

Please identify the areas you feel best suits your position for a graduate assistant (check all that apply):
XMBA __ Criminal Justice x Education ___ Nursing x Music Therapy x Speech Language-Pathology
x Clinical Mental Health Counseling x Education – Ed.D. ___ Nursing Ph.D. ___ Nursing DNP

Please describe the major duties and responsibilities of this position:
Assist with the one-day-giving campaigns (All In Day and #givingtuesday), including social media marketing and on-campus solicitation.
Assist with the planning, marketing and oversight of alumni events.
Manage the social media platforms and post on a regular basis. Create a social media calendar to assure advertising all of the events planned by Alumni Relations.
Other responsibilities as needed by the Director of Alumni Relations.

Please list the knowledge, skills and abilities necessary for this position:
• Ideally, this person would be an alumnus of Molloy, but not necessary
• Strong interest in working with alumni, students, parents and friends of the College
• Prior experience or knowledge of basic fundraising concepts and techniques preferred
• Strong communication skills, both oral and written, and a strong service orientation
• Understanding of social media, specifically Instagram and Facebook

Please detail the schedule of hours of work for this position (Must add up to 150 hours per semester):
Flexible 12 hours/week

Do you have a graduate assistant currently in this position that you will be returning next year?
___ Yes xNo  If yes, Name ____________________________

Supervisor’s Signature: ____________________________  Date: 10.31.19
Dean or Department Head’s Signature: ____________________________  Date: 10.31.19

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