Molloy College

Request for Graduate Assistantship/Graduate Research Assistantship Position

Division/Department: Assessment

Supervisor's Name and Title: Amanda Strong, Assistant Director of Assessment

Graduate Assistantship Position Title: Academic Assessment Graduate Assistant

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:

* Serve as an educational assessment resource to the faculty and academic leadership.
* Assist in the up-boarding of Chalk and Wire for Collective Review including participation in training and all phases of its college-wide implementation.
* Assist in uploading and creating assessment signature or benchmark assignments and related rubrics.
* Assist in uploading of programs assessment cycles, program learning outcomes, and other assessment data to Collective Review and Canvas.
* Assist in the electronic organization of academic assessment data and reports; and the Canvas Assessment Resource.
* Provide support to the Academic Assessment Committee and its related sub-committees and task forces.
* Provide administrative support to the Associate Dean for Assessment and the Assistant Director of Assessment.

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

Proficient in Microsoft WORD & EXCEL; and Canvas
Student user of Chalk and Wire* helpful - but not required.
Interest in learning and becoming proficient or an expert at Campus Lab "Chalk and Wire - Collective Review"

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:

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