**Molloy College**

**Request for Graduate Assistantship/Graduate Research Assistantship Position**

**Division/Department:** School of Business

**Supervisor's Name and Title:** Bruce Weller, Admin. Family + SOC

**Graduate Assistantship Position Title:** Special Projects

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

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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

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Please describe the major duties and responsibilities of this position:

[Signature]

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

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

- [ ] Flexible

[Signature] Flexible at least 10 hours per week

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

- [ ] Yes
- [ ] No

If yes, Name: [Signature] The student will be graduating and not returning.

**Supervisor's Signature:** [Signature] Date: 10/31/19

**Dean or Department Head's Signature:** [Signature] Date: 10/31/19

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*Please return to the Kathleen Maurer Smith*

Dean for Graduate Academic Affairs (K009)

ksmith@molloy.edu
Molloy College

School of Business

Position title: Graduate Assistant – Special Projects. This position is awarded for one academic year (Fall/Spring). One semester appointments are possible due to status changes.

Reports to: Business Dean with input from the Business School of Faculty and Administrators

Duties:
1. Work with the overall Molloy Business School on numerous projects under the supervision and guidance of the Dean and Assistant Deans.
2. Prepares and assists with Molloy Business Competitions. These events are on campus for existing students and off campus for high school students who are perspective Molloy business students.
3. Assist with the organization and preparation of Business Boot Camps.
4. Assists with researching, collecting, organizing and analyzing data.
5. Grow internship programs to aid in opportunities for students to gain insight outside the classroom.
6. Work with department and undergraduate Honors program to build mentorships for their educational life.
7. Contribute to curriculum changes, speakers, or other components to bring the most important topics to the classrooms.
8. Contributes to the organization and set-up of several events (Meet and Greet, Appreciation Ceremony, Board Meetings)
9. Create visual aids for on and off campus function.

Qualifications:
1. Molloy MBA Student with a GPA of 3.0.
2. Full time student or taking at least 6 credits.
3. Excellent organizational and interpersonal skills.

Administrative Requirements:
2. Staff Meetings: Regularly attend and participate in weekly staff meetings.
3. Evaluation: Complete/submit evaluation forms as assigned.
4. Other: Attend conferences and workshops on and off campus.

Hours: Flexible - Monday-Friday