Molloy College
Request for Graduate Assistantship/Graduate Research Assistantship Position

Division/ Department: MBA Program / School of Business
Supervisor's Name and Title: Bruce Haller, Adrienne O'Connell, Faculty + SDB
Graduate Assistantship Position Title: MBA Program
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:

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

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: 10/29/19

Dean or Department Head’s Signature: ___________________________ Date: 10/29/19

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 - MBA Program. This position is for one academic semester either Fall or Spring

Reports to: MBA Dean & MBA Administrator

Duties:
1. Assists MBA Dean, MBA Administrator, faculty members and other professional staff members.
2. Assists with researching, collecting, organizing and analyzing data.
3. Develops and implement survey materials to help strengthen the program.
4. Create visual aids for on and off campus function including
5. Contributes to the organization and set-up of several events (Meet and Greet, Appreciation Ceremony, Board Meetings)
6. Prepares and assist in presentations and student conferences

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

Administrative Requirements:
1. Paperwork: Complete all weekly reports. Collate information and analyze it to establish a strategic plan of action. Document a certain systematic method of information for publication releases.
2. Staff Meetings: Regularly attend and participate in weekly staff meetings.
3. Evaluation: Complete/submit evaluation forms as assigned (e.g., supervision)
4. Other: Attend conferences and workshops on and off the campus.

Hours: Flexible -Monday-Friday