Molloy College
Request for Graduate Assistantship/Graduate Research Assistantship Position

Division/Department: School of Business
Supervisor's Name and Title: Bruce Heller, Assistant Professor
Graduate Assistantship Position Title: Area of Study
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):
- [X] 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
- Please list hours needed: Flexible at least 10 hours per week

Do you have a graduate assistant currently in this position that you will be returning next year?
- [ ] Yes
- [X] No
- 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
Molloy College

School of Business

**Position title:** Graduate Assistant - Overall School of Business. 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 MBA Dean & MBA Administrator

**Duties:**
1. Work with the overall Molloy School of Business 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:**
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.
4. **Other:** Attend conferences and workshops on and off the campus.

**Hours:** Flexible - Monday-Friday