

Molloy College

Request for Graduate Assistantship/Graduate Research Assistantship Position

Division/ Department: School of Business
Supervisor's Name and Title: Adrienne Carol Cole - MBA Coordinator
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:

See attached Word doc

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

(Large checkmark)

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: *Adrienne Cole* Date: 11/2/2020

Dean or Department Head's Signature: *[Signature]* Date: 11/5/20

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. One semester appointment is possible due to status changes.

Reports: MBA Dean & MBA Coordinator

Duties:

1. Assists MBA Dean, MBA Coordinator, and Administrative team, 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.
- 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