Molloy College
Request for Graduate Assistantship/Graduate Research Assistantship Position

Division/Department: Student Affairs
Supervisor’s Name and Title: Eryn Hornung, Director of Campus Life
Graduate Assistantship Position Title: Student Affairs GA

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:
The primary responsibility of this position is to assist Student Affairs with programs and event coverage, both on and off campus throughout the academic year. The Graduate Assistant also plays a role in large scale events including, but not limited to, New Student Orientation, Welcome Week and Commencement. Other duties as assigned.

*This position does require driving to off campus locations for student trips (14-passenger van), therefore candidate must be comfortable with driving/off campus excursions.*

Please list the knowledge, skills and abilities necessary for this position:
This position requires a high level of customer service and strong interpersonal skills, as it entails a great deal of student interaction.

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: Predominantly evening and weekend hours

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: 10/1/19

Dean or Department Head’s Signature: __________________________ Date: 10/1/19

Please return to the Kathleen Maurer Smith Dean for Graduate Academic Affairs (K009) ksmith@molloy.edu