Molloy College
Request for Graduate Assistantship/Graduate Research Assistantship Position

Division/Department: College Archives

Supervisor’s Name and Title: Larissa Woo, Director Special Collections & Records Management

Graduate Assistantship Position Title: Archives Assistant

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):

□ 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 Archives graduate assistant will work with Molloy’s archives and manuscript collections. The graduate assistant will process collections, including documenting and researching objects, creating histories and preparing collection guides.

The assistant will work on digitization projects to improve access to collections, and work on expanding digital content provided by the archives to the College community.

Please list the knowledge, skills and abilities necessary for this position:
Must have strong research and writing skills. Must be organized and detail oriented. Thorough knowledge of MS Office. Extensive computer skills, comfortable working with a variety of applications and technology, including adobe photoshop, databases and scanning equipment and related standards.

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: Hours must be worked between 9-5 only, no evenings or weekends.

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: ___________

Dean or Department Head’s Signature: __________________________ Date: ___________

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