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Molloy College
Request for Graduate Assistantship/Graduate Research Assistantship Position

Division/ Department: DSS/STEEP Academic Services

Supervisor's Name and Title: Carl Rose-Tomo

Graduate Assistantship Position Title: _____

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:

Proctor exams, making sure that accommodations are provided (e.g., scribing, reading tests)
Provide enrolled students with assistance in time management, study skills, etc.
Assist in facilitation of weekly discussion groups
Create and assist in maintaining accurate files, records, and Accommodate software
Initiate updates of DSS/STEEP portion of Molloy website
Serve as liaison to L.E.A.D. Club (Leadership, Education, and Awareness of Disabilities)
Read current literature about higher education and disabilities, as provided by Coordinator
Assist in general office duties, including obtaining and returning exams
All responsibilities to be done virtually, as needed

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

Ability to demonstrate patience and understanding with ALL students
Ability to keep strict confidentiality and respect personal information regarding students
Ability to demonstrate organizational and interpersonal skills
Ability to work independently as well as cooperatively
Ability to whisper while proctoring
Website development and social media expertise is a plus.

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 are flexible: Mon-Thurs with occasional mornings, at least one evening per week, and weekends as 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: 9.29.2020

Dean or Department Head's Signature: _____ Date: _____

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

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