Molloy College
Request for Graduate Assistantship/Graduate Research Assistantship Position

Division/Department: School of Education, EdD Program
Supervisor's Name and Title: Ryan Coughlan and Allison Roda; Assistant Professor of Education
Graduate Assistantship Position Title: Equity in Education Graduate 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:
In this role, the graduate research assistant will support Dr. Coughlan and Dr. Roda as they plan and construct a new research center that focuses on issues of diversity, equity, and inclusion in education. The graduate research assistant will be an integral part of this team as it builds the foundation for a research center that will support the future scholarship of faculty and students. As part of this team, the graduate research assistant will be responsible for assisting with literature reviews, drafting grant proposals, and contributing to a white paper. Finally, the graduate research assistant will aid in establishing organizational structures necessary for productive operations.

Please list the knowledge, skills and abilities necessary for this position:
1. Familiarity with issues of diversity, equity, and inclusion in education
2. Knowledge of educational systems on Long Island
3. Ability to write an academic literature review
4. Comfort using Dropbox, Zotero, and other tools for organizing academic work

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:
10 hours per week

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: 11/7/2019

Dean or Department Head’s Signature: ___________________________ Date: _______________

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