Molloy College

Request for Graduate Assistantship/Graduate Research Assistantship Position

Division/Department: School of Education and Human Services
Supervisor's Name and Title: Andrea Lenczo - Associate Dean
Graduate Assistantship Position Title: Graduate Assistant
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:
- Assist faculty with various projects related to their classes
- Conduct internet research on assigned topics related to projects assigned
- Working with the division's Assessment and Accreditation Coordinator in the collection of data
- Manage and update departmental electronic files

Please list the knowledge, skills and abilities necessary for this position:
- Excellent oral and written skills needed
- Strong organization skills and ability to multi-task
- Advance computer skills
- Cooperative attitude towards faculty, staff and teacher candidates

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: ___________________________ Date: 10/21/19

Dean or Department Head's Signature: ___________________________ Date: 10/21/19

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