Molloy College
Request for Graduate Assistantship/Graduate Research Assistantship Position

Division/ Department:  First Year Experience
Supervisor's Name and Title:  Dr. Noelle Cutter
Graduate Assistantship Position Title:  Graduate Research Assistant for FYE
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:
Our FYE oversees the FYS 1000: First Year Studies class; a seminar based, first-year only, one-credit, graded course, facilitated by faculty affairs and upper-division peer mentors with a holistic and multifaceted curriculum addressing time management, wellness, inclusion, and much more. It is critical that the success of this course is based on new and emerging practice. With that in mind, I would like a graduate research assistant with current knowledge in the pedagogy to work directly with the FYE Office to develop and enhance our FYS course. Top-rated topics for current students (academic integrity, time management, and accountability) and young alums (professional development, time management, personal development) are emphasized and integrated in the curriculum. I would like to see an update to current curriculum and embed some exciting new approaches to teaching our first year students.

Please list the knowledge, skills and abilities necessary for this position:
Demonstrate technical knowledge of pedagogy in higher education
Demonstrate commitment to general education and it's value in all fields of work
Demonstrate computer competency, including WORD, EXCEL, PowerPoint
Demonstrate organization skills, ability to prioritize tasks, be detail oriented in a high-volume environment.
Demonstrate ability to work collaboratively in a team environment with strong written and oral communication
Ability to be flexible in a dynamic environment

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:  Noelle T. Cutter  Date:  10/19/19

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