Molloy College
Request for Graduate Assistantship/Graduate Research Assistantship Position

Division/Department: The Rebecca Center for Music Therapy

Supervisor’s Name and Title: John Carpent, Ph.D., MT-BC, LCAT: FT Faculty, Exec. Dir

Graduate Assistantship Position Title: Research 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:
The Rebecca Center continues to be involved in research projects. Thus, the center is seeking a graduate research assistant to assist in various research-based duties. The research assistant’s primary role will be to assist the director of the Rebecca Center in the following areas:

1) Data collection; article reviews; coding data
2) Archiving data; inputting data into SPSS and other software i.e., excel
3) Video recording research sessions and converting video files for storage
4) Create spreadsheets
5) Assist in preparing and participating in research presentation and workshops
6) Assist in writing and co-authoring articles for publication
7) Attend bi-weekly meetings on and off-site

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

1) An interest in research
2) Organized and detail oriented
3) Proficient in Microsoft Office Package
4) Willingness to be trained in SPSS
5) Strong communication and writing skills

Please detail the schedule of hours of work for this position (Must add up to 150 hours per semester):

Flexible □ Yes □ No If yes, Name: Gisela X. Berrones Cortez (Only returning for Spring 2020)

Supervisor’s Signature: John Carpent D Date: 11/4/2019

Dean or Department Head’s Signature: John Carpent D Date: 11/4/2019

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