Molloy College
Request for Graduate Assistantship/Graduate Research Assistantship Position

Division/Department: Office of Residence Life
Supervisor's Name and Title: ____________________________ Karl Koeppel Director of Residence Life
Graduate Assistantship Position Title: Graduate Assistant for Residence Life
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:
- Support the mission of the Office of Residence Life
- Assist Director of Residence Life in planning, programming and development projects
- Coordinate programming activities with the Residence Assistant (RA) staff
- Be available as a resource for students living on campus
- Coordinate and implement programs for students living on campus
- Maintain and update the residence life Facebook, Twitter and Instagram accounts
- Assist with advertisement of events
- Assist with RA training in August and January
- Assist with day to day needs of the Office of Residence Life

Please list the knowledge, skills and abilities necessary for this position:
- Basic technology and office skills
- Understanding of programming and ability to work independently with students
- Ability to work with multiple constituents including, students, faculty, staff and families
- Ability to work independently and trouble shoot as needed
- Good organizational skills
- Knowledge of social media

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:
Traditionally office is open Monday-Friday 10am-6pm

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: 10/10/19

Dean or Department Head's Signature: ____________________________ Date: 10/11/19

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