Molloy College
Request for Graduate Assistantship/Graduate Research Assistantship Position

Division/Department: St. Thomas Aquinas Program (STAP)
Supervisor's Name and Title: Joseph Weinstein; Director for the St. Thomas Aquinas Program
Graduate Assistantship Position Title: STAP/TRIO Graduate Assistant
Check One: Graduate Assistantship [x] Graduate Research Assistantship [ ]

Please identify the areas you feel best suits your position for a graduate assistant (check all that apply):
- [x] MBA
- [x] Criminal Justice
- [x] Education
- [x] Nursing
- [x] Music Therapy
- [ ] Speech Language-Pathology
- [x] Clinical Mental Health Counseling
- [x] Education – Ed.D.
- [ ] Nursing Ph.D.
- [ ] Nursing DNP

Please describe the major duties and responsibilities of this position:
- Assist with the implementation and facilitation of weekly STA 0900 meetings
- Assist with the implementation and facilitation of STAP Pre-semester Meeting
- Work with STAP Mentors on development and facilitation of STA 0900 group topics, including but not limited to campus involvement, college assimilation, e-mail and classroom etiquette, study habits and time management
- Provide additional outreach to STAP students who are at-risk
- Meet with STAP/TRIO students to assist with organization and planning
- Coordinate additional information sessions for STAP students who require assistance outside of STA 0900.
- Reach out to STAP students who exhibit poor attendance or engagement in STA 0900
- Assist with the implementation and facilitation of STAP Mentor training

Please list the knowledge, skills and abilities necessary for this position:
The candidate should possess excellent interpersonal and communication skills, knowledge of student development theory, sound facilitation skills. The ability to work with a very diverse group of students, and an ability to work with a student population with academic and financial need is also necessary.

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:
11 AM-2 PM; 3 days per week

Some flexibility with hours can be negotiated, but the candidate must have the ability to work mid-day at least 2 days per week.

Do you have a graduate assistant currently in this position that you will be returning next year? [ ] Yes [x] No
If yes, Name

Supervisor's Signature: Date: 11/4/19

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

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