Molloy College

Request for Graduate Assistantship/Graduate Research Assistantship Position

Division/Department: Student Personal Counseling Center
Supervisor’s Name and Title: Talita Ferrara, Director
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:
Graduate Assistant would be primarily responsible for SPCC/social media accounts, planning, advertising, and implementing psycho-social programs on campus, maintaining the bulletin board outside of SPCC, and assisting with growing community based mental health resources to students.

Please list the knowledge, skills and abilities necessary for this position:
Expertise with social media, creative thinker, good presentation skills, comfortable with public speaking, some knowledge of mental health preferred but not a requirement.

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: 10/15/19

Dean or Department Head’s Signature: __________________________ Date: 10/15/19

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