

Molloy College
Request for Graduate Assistantship/Graduate Research Assistantship Position

Division/ Department: Tutoring Services

Supervisor's Name and Title: Kimberly Havens

Kimberly Havens

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:

Assist with data compilation for Tutoring Services reports
- Survey results based on student feedback
- Semester statistical reports
Update program information and records in related TutorTrac scheduling software
- Create spreadsheets and databases and presentations
Responsible for creating academic/study skills references for program's webpage
Retrieve, update, and maintain online tutor application submissions
Attend and participate in new tutor trainings (as needed)
Conduct FST classroom presentations on Tutoring Services
Perform benchmarking information gathering on tutorial programs
-Research college tutoring programs to identify current trends in program delivery

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

Ability to demonstrate attention to detail
* Ability to maintain confidentiality of students' records and tutors' personal information
* Must have math aptitude abilities to calculate data accurately
(Math, Computer Science, Business student)
* Must have well versed knowledge on the use of Microsoft Office Suite
* Pleasant personality to assist students with inquiries, in-person and via phone
* Ability to articulate accurate information regarding the Program

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:

10/hrs per week

Do you have a graduate assistant currently in this position that you will be returning next year?

Yes No If yes, Name Anthony Lazarte-Klescovich

Supervisor's Signature:  Date: 11-2-20

Dean or Department Head's Signature:  Date: _____

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