

Molloy College
Request for Graduate Assistantship/Graduate Research Assistantship Position

Division/ Department: SOEHS - Education

Supervisor's Name and Title: Joanne O'Brien - Dean - School of Education and Human Services

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 faculty with various projects related to their classes
Conduct research on assigned topics related to projects assigned
Assist in the data collection for CAEP
Manage and update electronic files

-----Graduate Assistant for the TESOL Education Program

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

Excellent oral and written communication skills
Strong organization skills and ability to multi-task
Advance computer skills
Cooperative attitude towards faculty, staff and teacher candidates

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 hours per week 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: kfoster2 Digitally signed by kfoster2
Date: 2020.10.14 13:21:06 -04'00' Date: 10/14/2020

Dean or Department Head's Signature: Joanne O'Brien Date: 10/14/2020

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