

**Molloy College**

**Request for Graduate Assistantship/Graduate Research Assistantship Position**

Division/ Department: Financial Aid

Supervisor's Name and Title: Ketia Brown; Associate Director of Financial Aid

Graduate Assistantship Position Title: Financial Aid Graduate Assitant

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:

- \* Participate in both long and short term projects that directly impact the office processing operations
- \* Assist in the development of the Federal Work Study Manuals for students and supervisors
- \* Assist with the Federal Work student data inputing and payroll reconciliation

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

- \* Detail oriented with strong organizational skills
- \* Ability to work independently
- \* Computer/technical skills (Microsoft office, Excel, etc.)
- \* Strong communication skills
- \* Strong work ethics
- \* Responsible

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: 10-15 hours per week.

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: *Ketia Brown* Date: 11/5/2020

Dean or Department Head's Signature: *Joseph ...* Date: 11/5/2020

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