

**Molloy College**

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

Division/ Department: Office of Blended and Online Learning

Supervisor's Name and Title: Amy Lomellini, Instructional Designer

Graduate Assistantship Position Title: Instructional Design 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 Instructional Designer with research tasks related to faculty needs, including researching open educational resources (OERs) and other content tools to be used in blended or online course design.
- Learn basic Canvas features to assist faculty who are designing, delivering, or taking blended or online courses.
- Create instructional videos and screencasts to support faculty.
- Attend meetings with the Instructional Designer and faculty to identify content and technology needs to create better learning outcomes.
- Review, in conjunction with the Instructional Designer and Dean, learning objectives and related assessments and activities in order to make recommendations for improvement to faculty teaching hybrid or online courses.
- Assist Dean and other members of the office on research-related data about hybrid and online learning trends and programs.
- Communicate through social media channels about blended and online learning.

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

- Strong communication, organizational and technology skills
- Ability to work independently on research related to hybrid and online teaching and learning

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: Flexible daytime and evening hours, as 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: Amy Lomellini Date: 10/1/20

Dean or Department Head's Signature: Amy Gaimaro Date: 10/1/20

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