

Molloy College
Request for Graduate Assistantship/Graduate Research Assistantship Position

Division/ Department: School of Arts & Sciences
Supervisor's Name and Title: Dr. Suzanne Sorel, Assoc. Dean & Director of Grad Music Therapy
Graduate Assistantship Position Title: Graduate Assistant Liaison
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:
Manages job board and list-serve, promotes MT workshops, assists with conferences. Assist with social media campaign. resource for prospects. Organizational and clerical responsibilities as determined by Director of Grad MT. Organizing theses for ProQuest-working with library staff.

Please list the knowledge, skills and abilities necessary for this position:
Organizational skills, good interpersonal skills, able to prioritize responsibilities. Computer skills.

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

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: 10-14-20

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

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