

Molloy College

Request for Graduate Assistantship/Graduate Research Assistantship Position

Division/ Department: Public Safety

Supervisor's Name and Title: Brian Connors, Dorothy English

Graduate Assistantship Position Title: 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:

- data entry
- organizing files
- ordering supplies
- ID cards
- inputting information in regard to parking passes

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

- computers
- excel
- jenzabar software: will teach
- organization 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:

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: *Dorothy English* Date: 10/21/20

Dean or Department Head's Signature: *[Signature]* Date: 10/21/20

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