

**Molloy College**

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

Division/ Department: Student Affairs/ Student Health Services

Supervisor's Name and Title: Janine Biscari- Vice President of Student Affairs

Graduate Assistantship Position Title: Student Health Services 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 nurses in immunization compliance enforcement.  
Participate in all office communications to include students, parents and employees.  
Participate and assist in preparation, planning and set up for health and wellness programs.  
Utilize social media for health and wellness messaging. (Instagram)  
Identify students who require immediate nursing assistance and report to RN.  
Work collaboratively with other grad assistants from Resident's Life and SPCC on future Health and Wellness Programs

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

Must display exemplary customer service skills.  
Heavy phone usage during busy times.  
Strong computer skills; to include excel and word.  
Ability to work efficiently and prioritize during busy periods.  
Excellent communication skills; written and verbal.  
Ability to use copier, fax and scanner.

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: *Janine Biscari* Date: 11/3/2020

Dean or Department Head's Signature: *J. Biscari* Date: 11/3/2020

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