

**Molloy University**

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

School / Department: School of Business

Supervisor's Name and Title: Adrienne Carroll Graduate Business Program Director

Graduate Assistantship Position Title: Graduate Assistantship

Check One:  Graduate Assistantship  Graduate Research Assistantship  
 Graduate Teaching Assistant

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  
 Communication Sciences and Disorders Ph.D.

Please describe the major duties and responsibilities of this position:  
The Graduate Research Assistant is responsible for assisting faculty with researching, collecting, organizing, and analyzing scholarly articles and data. Duties include maintaining research files and reference materials, and preparing reports or presentations to support academic projects. The assistant also supports the Graduate Business Program Director, MBA Administrator, and staff with research-related and special projects, develops materials for departmental events, and helps with event coordination. This role requires collaboration with faculty and staff to ensure timely completion of research tasks and other duties as assigned.

Please list the knowledge, skills and abilities necessary for this position:  
The Graduate Research Assistant should have strong research, analytical, and writing skills, with knowledge of research methodologies, data collection, and analysis. Proficiency in Microsoft Office, Google Workspace, and other common data management tools is preferred. The position requires excellent organization, communication, and critical thinking abilities, along with the capacity to work independently or collaboratively. Attention to detail, professionalism, and the ability to manage multiple projects and deadlines are essential.

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:  
Approximately 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: 11/3/2028

Dean or Department Chair's Signature:

Date:

*Please return to the Gina Nedelka  
Executive Assistant for Research, Scholarship, and Graduate Studies (K322)  
[gnedelka@molloy.edu](mailto:gnedelka@molloy.edu)*