

Molloy University

Request for Graduate Assistantship/Graduate Research Assistantship Position

School / Department: Student Affairs

Supervisor's Name and Title: Karl Koeppel, Dean of Students

Graduate Assistantship Position Title: Graduate Assistant for Dean of Students

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:

- Support the Dean of Students office with research into programming and best practices for student conduct, leadership programming, student organization development and overall student advocacy.
- Support and create trainings and programming for student leaders and Molloy Student Government students in program planning, budgets and administrative tasks.
- Assistant with overall Student Affairs programming including Family and Alumni Weekend, Commencement, Welcome Week, New Student and Transfer Orientation and other large scale campus programming.
- Other duties as assigned by Student Affairs staff.

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

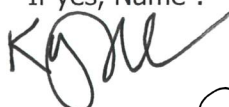
- Interest in researching best practices for supporting students with diverse backgrounds and creating opportunities for student advocacy.
- Ability to work with undergraduate and graduate students.
- Interest in planning and availability to cover events.
- Good communication and organization skills.
- Ability and willingness to drive a Student Affairs van to off campus events and trips.

Please detail the schedule of hours of work for this position (Must add up to 150 hours per semester):

Flexible x 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: 

Date: 10/19/22

Dean or Department Chair's Signature: Janine Biscari

Date: 10/23/23

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