

Molloy University
Request for Graduate Assistantship/Graduate Research Assistantship Position

School / Department: Molloy University/ Financial Aid

Supervisor's Name and Title: Ketia Brown- Financial Aid Associate Director

Graduate Assistantship Position Title: Financial Aid Graduate Assistant

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:

Assist in both long and short-term projects that directly impact the office processing operations

Assist in the development of the Federal Work-Study manuals for both student workers and supervisors

Assist with the Federal Work-Study data entry and payroll reconciliation

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

Ability to work independently or with little supervision, strong communication skills, reliable and responsible

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

Flexible 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: 

Date: 11/17/2023

Dean or Department Chair's Signature: 

Date: 11/17/2023

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