

**Molloy University**

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

School / Department: Student Success and Assessment

Supervisor's Name and Title: Amanda Strong, Assistant Director

Graduate Assistantship Position Title: Student Success and Assessment 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:

- Serve as an educational assessment resource to the faculty and academic leadership.
- Assist in uploading and creating assessment signature or benchmark assignments and related rubrics.
- Assist in the electronic organization of academic assessment data and reports
- Provide support to the Student Success Working Group, Academic Assessment Committee and its related sub-committees and task forces, specifically the Multilingual Learner Task Force.
- Provide administrative support to the Dean of Student Success and Assessment and the Assistant Director of Student Success and Assessment

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

- Proficient in Microsoft Word, Excel, OneDrive and Teams; and Canvas
- Student user of Chalk and Wire helpful - but not required.
- Interest in various Student Success initiatives
- Interest in Academic Assessment

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:



Date: 10/30/2023

Dean or Department Chair's Signature:



Date: 11/8/2023

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