

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: Research 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:
Assist faculty with researching, collecting, organizing, and analyzing scholarly articles, data sets, and other academic resources. Manage and maintain research databases, ensuring accuracy, organization, and accessibility of information. Support the Graduate Business Program Director, MBA Administrator, and administrative staff with research initiatives, special projects, and data analysis. Develop, edit, and design materials for academic events, presentations, and departmental communications. Collaborate with faculty and staff to ensure timely completion of research.

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

Knowledge:
Understanding of research methodologies and academic writing standards.
Familiarity with data collection, analysis, and interpretation techniques.
Knowledge of business concepts and graduate-level research practices.
Awareness of citation formats (APA, MLA, etc.) and academic integrity standards.
Basic knowledge of event coordination and project management principles.
Skills: Strong research, analytical, and critical thinking skills. Excellent written and verbal communication skills. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) Ability to work independently and collaboratively with faculty, staff, and students. Ability to synthesize complex information and present it clearly. Ability to manage sensitive and confidential information responsibly. Ability to adapt to shifting priorities and work efficiently in a fast-paced academic environment. Ability to take initiative and demonstrate professionalism in all tasks.

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: 11/3/2025

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