

Molloy University
Request for Graduate Assistantship/Graduate Research Assistantship Position

School / Department: Criminal Justice and Legal Studies

Supervisor's Name and Title: Wilson Marrero

Graduate Assistantship Position Title: Legal Research 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 WITH ACADEMIC LEGAL RESEARCH EFFORTS BY PROFESSORS
ASSIST UNDERGRADUATE STUDENTS WITH LEGAL
RESEARCH/BRIEFINGS/CITATIONS HELP FACULTY WITH LAW REVIEW
ARTICLES AND RESPONSIBILITIES
ASSIST WITH PRE-LAW/PARALEGAL PROGRAM

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

BASIC COMPUTER SKILLS
BASIC GRAMMAR AND ENGLISH SKILLS BASIC TECHNOLOGY SKILLS
ABILITY TO WORK WITH A TEAM
SOME WORK WITH LEGAL RESEARCH AND LEXUS NEXUS HELPFUL

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

Flexible yes 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: *Wilson Marrero*

Date: 11/4/2025

Dean or Department Chair's Signature: *John Eterna*

Date: 11/4/2025

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