

Molloy University
Request for Graduate Assistantship/Graduate Research Assistantship Position

School / Department: SONHS/CSD

Supervisor's Name and Title: Joanne Ascher, Speech Center Director

Graduate Assistantship Position Title: 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 outreach activities to increase diversity of speech center clients;
Assist in developing materials and PowerPoints for presentations;
Assist in collaboration with theatre arts students regarding screenings and therapy;
Participate in diagnostic/therapeutic services;
Assist in colloquia speaker arrangements;
Counsel students in coordination with director on professional issues and clinical experiences;
Mentor new clinic students in clinical writing, finding materials, telepractice, etc.

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

Working knowledge of utilizing evidence-based practice;
Working knowledge of Excel, PowerPoint, Word;
Working knowledge of speech center policies and procedures;
Working knowledge of campus-wide referral (e.g. student health services, counseling)

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: Joanne Ascher

12/1/25
Date:

Dean or Department Chair's Signature:

Joanne Ascher Date:

Please return to the Gina Nedelka

Executive Assistant for Research, Scholarship, and Graduate Studies (K322)

gnedelka@molloy.edu