

Molloy University
Request for Graduate Assistantship/Graduate Research Assistantship Position

School / Department: Office of Experiential Learning / Mentoring Latinas

Supervisor's Name and Title: Sarah Shin / Director

Graduate Assistantship Position Title: Mentoring Latinas Program Coordinator

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:

- * Recruit college student mentors
- * Participate in K-12 partnership meetings
- * Develop and coordinate weekly activities
- * Supervise and facilitate weekly sessions
- * Assist in the planning and organizing of field trips
- * Prepare end-of-year report as needed

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

- * Excellent communication, organization and administrative skills
- * Intermediate computer skills
- * Bilingual (English/Spanish)

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:

Flexible except Thursdays between 3:15 - 5pm

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: Sarah Shin

Date: 11/4/25

Dean or Department Chair's Signature: Gina Nedelka

Date: 11/20/2025

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