

**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: 

Date: 11/4/25

Dean or Department Chair's Signature:



Date: 11/20/2025

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