

Molloy University
Request for Graduate Assistantship/Graduate Research Assistantship Position

School / Department: Office of Experiential Learning / Molloy Mentors

Supervisor's Name and Title: Sarah Shin / Director

Graduate Assistantship Position Title: Rising Star Academy 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 students mentors
- *Facilitate orientations
- *Develop weekly classroom activities and facilitate activities
- *Oversee weekly on-campus meetings with children and college students
- *Maintain attendance records
- *Coordinate and communicate with participating schools

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

- *Classroom experience preferred but not required
- *Excellent communication and organizational skills
- *Intermediate computer skills (Microsoft Office Suite, Email, Social Media)

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 on 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