

**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: 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*