

Molloy University
Request for Graduate Assistantship/Graduate Research Assistantship Position

School / Department: Finance

Supervisor's Name and Title: Paulie-Lynn Tedesco, Director of Accounting

Graduate Assistantship Position Title: Accounting 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 with journal entries. Assist with bank reconciliations. Reviewing and posting of batches.

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

Knowledge of basic accounting concepts. Familiarity with Microsoft Excel. Attention to detail.

Please detail the schedule of hours of work for this position (Must add up to 150 hours per semester):

Flexible Yes or please list hours needed:

Hours and days are flexible, but Tuesdays and Thursdays are preferred.

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: *Paulie-Lynn Tedesco*

Date: 10/23/25

Dean or Department Chair's Signature: *Dolores Capeda*

Date: 10/23/25

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