Molloy University
Request for Graduate Assistantship/Graduate Research Assistantship Position

School / Department: School of Arts & Sciences/Music

Supervisor's Name and Title: Dr. Seung-A Jung, Program Director

Graduate Assistantship Position Title: Graduate 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:
Manages job board and list-serve, promotes MT workshops, assists with conferences. Assist with social media campaign. resource for prospects.

Please list the knowledge, skills and abilities necessary for this position:
Organizational skills, good interpersonal skills, able to prioritize responsibilities. Computer skills.

Please detail the schedule of hours of work for this position (Must add up to 150 hours per semester):
Flexible _____ or please list hours needed:
10 hours per week

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: Seung-A Jung Date: 10/23/2025

Dean or Department Chair's Signature: Date: 10/23/2025

Please return to the Gina Nedelka
Executive Assistant for Research, Scholarship, and Graduate Studies (K322)
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