

**Molloy University**  
**Request for Graduate Assistantship/Graduate Research Assistantship Position**

School / Department: Student Involvement

Supervisor's Name and Title: Thomas Flynn, Assistant Director of Student Involvement

Graduate Assistantship Position Title: Graduate Assistant, Student Involvement

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:

The Graduate Assistant for Student Involvement supports the planning, coordination, and implementation of campus programs and student engagement initiatives. The Graduate Assistant primarily works with the staffing and planning of evening and weekend programming. Responsibilities include assisting with student organization management, event planning, leadership development, and administrative support for the Office of Student Involvement.

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

The ideal candidate is organized, enthusiastic about student life, and committed to fostering a vibrant campus community.

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:

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: *Thomas Flynn*

Date: 10/22/25

Dean or Department Chair's Signature:

*K. Nedelka*

Date: 10/22/25

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