

**Molloy University**

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

Division/Department: School of Business

Supervisor's Name and Title: Brian O'Neill, Graduate Business Program Director

Graduate Assistantship Position Title: Special Projects 2

Check One: Graduate Assistantship  Research Assistantship  Teaching Assistantship

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

Please describe the major duties and responsibilities of this position:

Assists the Graduate Business Program Director, MBA Administrator, and Administrative staff with special projects.  
Assists the Dean and Associate Dean with special projects.  
Develops materials for events and assists with planning.  
Assists faculty with researching, collecting, organizing, and analyzing research articles and data.

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

Competency in Microsoft Word, Excel, and PowerPoint.  
Ability to analyze information and make informed decisions.

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:

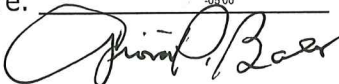
**Approximately 10 hours per week**

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: \_\_\_\_\_ Date: \_\_\_\_\_

Dean or Department Head's Signature: Brian O'Neill Digitally signed by Brian O'Neill  
Date: 2023.01.17 16:05:39  
-0500' Date: 11/15/2023



Please return to the Gina Nedelka, Executive Assistant  
for Graduate Academic Affairs (K009)  
gnedelka@molloy.edu