

Molloy University

Request for Graduate Assistantship/Graduate Research Assistantship Position

School / Department: Center for Access and Disability

Supervisor's Name and Title: Cari Rose-Tomo

Graduate Assistantship Position Title: Access 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:

- Provide enrolled students individually and in small groups with assistance in organization, time management, communication, and socialization
- Work collaboratively with other members of Access on various projects
- May serve as liaison to LEAD Club (Leadership, Education, and Awareness of Disabilities)
- Read current literature about higher education and disabilities
- Proctor exams, making sure that accommodations are provided (e.g., scribing, reading tests)
- Represent Access with staff at Open House, Accepted Students Day and other events, as needed

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

- Ability to demonstrate patience and understanding with ALL students
- Ability to keep strict confidentiality and respect personal information regarding students
- Ability to demonstrate organizational and interpersonal skills
- Ability to work independently as well as cooperatively
- Ability to whisper while proctoring
- Website development, digital accessibility, and social media expertise a plus

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

Flexible Mon-Thurs 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: *Cari Rose-Tomo*

Date: 10/17/24

Dean or Department Chair's Signature: *[Handwritten Signature]*

Date: 10/17/24

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