

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

School / Department: Blended and Online Learning

Supervisor's Name and Title: Susan Watters/Associate Director

Graduate Assistantship Position Title: Blended and Online Learning Specialist

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 Associate Director with research tasks related to faculty needs, including researching digital accessibility and other blended and online learning topics.
- Learn basic Canvas features to assist faculty who are designing, delivering, or taking blended or online courses.
- Create instructional videos and screencasts to support faculty.
- Attend meetings with the Associate Director and BOL team to identify content and technology needs to create better learning outcomes.
- Review, in conjunction with the BOL team, learning objectives and related assessments and activities in order to make recommendations for improvement to faculty teaching hybrid or online courses.
- Assist BOL team with research-related data about hybrid and online learning trends and programs.
- Communicate through social media channels about blended and online learning.

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

- Strong communication, organizational and technology skills
- Ability to work independently on research related to hybrid and online teaching and learning

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

Flexible x 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: *Susan Watters*

Date: 10/21/2024

Dean or Department Chair's Signature: *Amy Gaimara*

Date: 10/23/2024

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