

Molloy University

Request for Graduate Assistantship/Graduate Research Assistantship Position

School / Department: School of Business (Fall 2025)

Supervisor's Name and Title: Adrienne Carroll Conlon

Graduate Assistantship Position Title: Graduate Assistantship 1

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:
Assists the Graduate Business Program Director, MBA Administrator, and Administrative staff with special projects. Assists the Dean and Program Directors with special projects.
Develops materials for events and assists with planning.

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 7 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: 11/22/24

Dean or Department Chair's Signature: 

Date:

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