Molloy University
Request for Graduate Assistantship/Graduate Research Assistantship Position

School / Department: Molloy Violence Prevention

Supervisor's Name and Title: Karl Koeppel, Dean of Students

Graduate Assistantship Position Title: MVP 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:
The mission of the MVP program is to educate the Molloy community on gender-based violence prevention and response.

*Responsible for assisting the Project Director in managing and overseeing the Molloy Violence Prevention program
*Assist the student-ambassadors with creating flyers, social media posts, and educational documents that help to promote the program and raise awareness of gender-based violence prevention efforts on campus
*Help present workshops to incoming students at FST classes
*Handle scheduling for the MVP program and manage the calendar of events
*Manage MVP's social media accounts, including instagram

Please list the knowledge, skills and abilities necessary for this position:
*Interest in/ passion for gender-based violence prevention and awareness
*Organizational Skills
*Interpersonal Skills
*Comfortable with public speaking
*Detail-oriented

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: Janine Biscari Date: 11/20/24

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