

USM Resource Office- YCCC: Graduate Assistant Job Description

Employment Period: September 1, 2011 – May 11, 2012

Hours per week: 15

Compensation: \$6,750.00 for academic year (\$750.00 stipend per month)

A. Organizational Description

The USM resource office, located at York County Community College in Wells, Maine provides information about and make referrals to USM services and resources for students attending YCCC. The office coordinates events and workshops at the Community Colleges to promote USM programs and opportunities. The Graduate Assistant will assist in all of the aforementioned efforts. S/he is selected by and reports to Joe Austin, Executive Director of the USM Division of Student Success.

B. Essential Functions

1. Staff the Resource office at YCCC.
2. Provide information about, and make referrals to, USM services and resources.
3. Assist in development and implementation of events which introduce YCCC students to USM students, faculty, and campuses.
4. Advise students, in coordinator with USM Admission Office with regard to the transfer process.
5. Reach out to YCCC students accepted for admission to USM to welcome and begin their orientation to USM.
6. Assist in organizing, updating and publicizing a calendar of events for the resource center.
7. Develop promotional materials for the Resource office.

C. Critical Skills

1. Demonstrate leadership potential and/or previous leadership experience.
2. Strong interpersonal skills.
3. Responsible and reliable.
4. Ability to work independently AND ~~or~~ as a member of a team.
5. Ability to maintain confidentiality.
6. Organizational skills.
7. Positive attitude.
8. Approachable.
9. Ability to appreciate the diverse nature of Community College students.
10. Knowledge of the Community College student experience.

D. Qualifications

1. Matriculated USM graduate student enrolled in six credits each semester employed as a GA.
2. Experience as a student in a community college (Desirable, not required)
3. Willing to travel to Wells, Maine.
4. Good academic (at least a 3.0 GPA)and conduct standing with the University.
5. Excellent written and verbal communication skills.
6. Able to commit one full academic year to position.

Send resume and letter of interest to:

Joe Austin

Executive Director of Student Success

austin@usm.maine.edu

Application Deadline: August 26, 2011