

## Graduate Assistant Job Description

### Position Summary:

**Title:** Graduate Assistant

**Hours per Week:** 20 hours/week

**Department:** Student Engagement and Leadership

**Location:**

	Portland
X	Gorham
	LAC
	Online/Distance

**Duration:**

X	Full Academic Year
	Fall Semester
	Spring Semester
	Summer Semester

**Total Stipend:** \$9,000

**Monthly Stipend:** \$1,000

**Scholarship Amount:** \$6,000 (in-state) / \$6,000 (out-of-state)

**Supervisor Name:** Christine O'Brian

**Supervisor E-Mail:** christine.obrian@maine.edu

**Supervisor Phone:** 207-780-5624

### Position Details:

**Statement of Job and Essential Functions:**

Provide necessary administrative and programmatic support for Student Engagement & Leadership. Reporting to the Coordinator of Student Engagement & Leadership, the Student Programming & Events Graduate Assistant will provide support during late night programming and events sponsored by the Student Engagement Office, GCAB, Greek Life, and other Student Affairs Departments.

**Supervisory Responsibilities:**

Co-Advise Gorham Community Activities Board (GCAB) with Assistant Director of Student Engagement and Leadership

Attend weekly GCAB E-Board/general member meetings as needed

Maintain accountability for organization ensuring adherence to constitutional obligations.

Co-Advise Student Staff Event Crew with the Assistant Director of Student Engagement and Leadership Organizes, schedules, and hosts 2 weekly late night programs and events

**Budget Responsibilities:**

N/A

**Public and Professional Activities Related to Job Performance:**

Maintain a minimum of 5 office hours per week, 15 hours of late night programming, and maintain a visible presence in the Office of Student Engagement & Leadership.

Coordinate and facilitate events within the Student Engagement & Leadership department

Assist in booking performers, speakers, and guest for large scale events which includes working with vendors, agents and the University procurement office.

Create and organize floor plans, shopping list, and other preparation tasks prior to programs and events.

Manage all sound equipment, lighting systems/boards, staging, and pipe/drape set up and storage by taking regular inventory of items.

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Assist the Office of Student Engagement & Leadership Traditions such as Weeks of Welcome, Homecoming/Family & Friend Weekend, Husky Fest, Spring Fling Week, Senior Week, and other large campus-wide events.

Facilitate effective and clear communication of programs and events with the Assistant Director of Student Engagement & Leadership

### Internal Contacts

Other University Departments

### External Contacts

Outside vendors

### Knowledge, Skills, and Abilities:

Must be enrolled in coursework at the University of Southern Maine

Work flexible hours including nights and weekends

Self-motivated and able to work both autonomously as well as with a team

Effective verbal and written communication skills

Attention to detail

Reliable

Comfortable working with technology

Proven problem solving skills

Uphold USM conduct code, and all Student Activities policies

Must maintain at least a 3.0 GPA

### Required Qualifications:

Must be a full-time, degree-seeking student in a USM graduate program

Must be enrolled in 6 graduate credits each semester of assistantship

Maintain a GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.

Good financial standing with the University

Appreciation and commitment to diversity and inclusiveness

Excellent inter-personal and communication skills

Strong interpersonal and organization skills

Demonstrated ability to be self-motivated and to conduct oneself in a highly professional and ethical manner

Proficiency with Microsoft Excel, Microsoft Word, Brightspace; knowledge of web page development is desirable

Experience with developing programs and community building

### Preferred Qualifications:

Communication and interpersonal skills; ability to assess and react to situations that arise with hosting events, ability to function within a team

### To Apply:

Submit your resume and cover letter via email to Christine O'Brian ([christine.obrian@maine.edu](mailto:christine.obrian@maine.edu)).