

Graduate Assistant Job Description

Position Summary:

Title: Graduate Assistant

Hours per Week: 20 hours/week

Department: Student Government Association

Location:

<input checked="" type="checkbox"/>	Portland
<input type="checkbox"/>	Gorham
<input type="checkbox"/>	LAC
<input type="checkbox"/>	Online/Distance

Duration:

<input type="checkbox"/>	Full Academic Year
<input type="checkbox"/>	Fall Semester
<input checked="" type="checkbox"/>	Spring Semester
<input type="checkbox"/>	Summer Semester

Total Stipend: 9000

Monthly Stipend: 1800

Scholarship Amount: 6000 (in-state) / 6000 (out-of-state)

Supervisor Name: Latre Sibi Lawson Owanda

Supervisor E-Mail: latre.lawson@maine.edu

Supervisor Phone: 207 228 8503

Position Details:

Statement of Job and Essential Functions:

The Student Government Association graduate assistant will work collaboratively with the Accountant Specialist of the Student Government Business Office to develop and support the administrative and financial daily functions of the office. This includes working directly with and supporting USM's student senate, the student body president's office, entity groups, clubs, and organizations with all accounting mechanisms and financial management procedures for the Student Activity Fee monies. The SGA graduate assistant will meet with students in person and via email/phone/zoom. And work directly with them to identify their needs and discuss potential solutions and/or resources available.

Supervisory Responsibilities:

Serve as a primary contact for USM's student senate, the student body president's office, entity groups, clubs, and organizations with the Student Government Business Office

Budget Responsibilities:

Work directly with the Accountant Specialist of the Student Government Business Office on all Student Activity Fee monies

Work directly with student leaders on requesting and competing Purchase Orders and Debit Card Authorizations

Assist in the preparation of deposits and bank reconciliations for accounts associated with the student activities fee monies

Public and Professional Activities Related to Job Performance:

Maintain a minimum of 20 office hours per week and maintain a regular, visible presence in the Student Government Business Office.

Host weekly Entity Head meeting to review past and future events and expenditures and the needed steps to reconcile all expenses

Assist in the preparation of Student Government Association annual audits with our third party

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auditors

☑ Attend bi-weekly Student Senate meetings and Senate Financial Committee meetings to offer support as a representative of the Student Government Business Office

Internal Contacts

Student Engagement & Leadership

☑ Student Affairs Departments

☑ Academic Advisors

External Contacts

N/A

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

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 accounting software; SAGE experience preferred

Preferred Qualifications:

N/A

To Apply:

Submit your resume and cover letter via email to Latre Sibi Lawson Owanda (latre.lawson@maine.edu).