

Position Summary:**Title:** Graduate Assistant**Hours per Week:** 10 hours/week**Department:** Literacy, Language, and Culture**Location:**

- Portland
 Gorham
 LAC
 Online/Distance

Duration:

- Full Academic Year
 Fall Semester
 Spring Semester
 Summer Semester

Total Stipend: \$4,500**Monthly Stipend:** \$500**Scholarship Amount:** n/a (in-state) / n/a (out-of-state)**Supervisor Name:** Nicole Siffrinn**Supervisor Email:** nicole.siffrinn@maine.edu**Supervisor Phone:** 207-780-5413**Position Details:****Statement of Job and Essential Functions:**

Nicole Siffrinn, of the Literacy, Language, and Culture Department in the School of Education and Human Development, is seeking a graduate assistant (GA) to support activities related to managing an academic journal. There is also potential for collaboration on classroom-based research. The GA's primary responsibilities will be to aid in administrative tasks with the journal (e.g., advertising, correspondence, formatting).

Supervisory Responsibilities:

n/a

Budget Responsibilities:

n/a

Public and Professional Activities Related to Job Performance:

This position may involve collaboration with community organizations as well as PreK-12 and higher education professionals.

Internal Contacts:

n/a

External Contacts:

n/a

Knowledge, Skills, and Abilities:

- Excellent verbal and written communication skills
- Well organized, detail-oriented, and analytical
- Ability to work independently and collaboratively
- Proficient with Microsoft Office or Google Suites

Graduate Assistantship Job Description

Required Qualifications:

Must not be a University of Maine System employee.

- Be matriculated in an OLME program at USM
- Enroll in 6 graduate credits or more in each semester employed as a GA
- Maintain a minimum GPA of 3.0

Preferred Qualifications:

Interest or background in education, media and communication studies, or English

To Apply:

Submit your resume and cover letter via email to Nicole Siffrinn (nicole.siffrinn@maine.edu).