

Position Summary:**Title:** Graduate Assistant**Hours per Week:** 10 hours/week**Department:** Special Education**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:** Walter H. Kimball**Supervisor Email:** wkimball@maine.edu**Supervisor Phone:** 207-780-5082**Position Details:****Statement of Job and Essential Functions:**

Supporting developing and researching a special education teaching internship for initial special education teaching certification in conjunction with school employment as an educator. Duties include: (a) developing internship materials such as project guidelines and assessment materials, (b) developing and conducting surveys and interviews with certification candidates and school and university faculty, (c) reviewing candidate work samples, (d) conducting literature reviews and drafting manuscripts and presentations, (e) and analyzing qualitative and quantitative data.

Supervisory Responsibilities:

none

Budget Responsibilities:

none

Public and Professional Activities Related to Job Performance:

this position will include involvement in school university partnerships with a strategy to address the workforce shortages in special education staffing of teacher assistants and teachers.

Internal Contacts:

none

External Contacts:

none

Knowledge, Skills, and Abilities:

working online, independent work, knowledge of schools and teaching, basic survey development and interviewing, basic data analysis, comfortable with somewhat loosely defined tasks and the drafting and revising process.

Graduate Assistantship Job Description

Required Qualifications:

Must not be a University of Maine System employee.
none

Preferred Qualifications:

none

To Apply:

Submit your resume and cover letter via email to Walter H. Kimball (wkimball@maine.edu).