

Graduate Assistant Job Description

Position Summary:

Title: Graduate Assistant

Hours per Week: 10 hours/week

Department: OLME Nursing

Location:

<input type="checkbox"/>	Portland
<input type="checkbox"/>	Gorham
<input type="checkbox"/>	LAC
<input checked="" 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: \$2,500

Monthly Stipend: \$500

Scholarship Amount: n/a

Supervisor Name: Jill Olausson

Supervisor E-Mail: jill.olausson@maine.edu

Supervisor Phone: 6039867252

Position Details:

Statement of Job and Essential Functions:

The graduate assistant will be responsible for technical assistance to the program director of the Online Maine (OLME) Nursing program. Duties may include, the organization and distribution of data using Google Suite, the development policies and procedures (with guidance) to streamline the operations of the programs, and online course design.

Supervisory Responsibilities:

none

Budget Responsibilities:

none

Public and Professional Activities Related to Job Performance:

email distribution, maintaining data, standardizing online course design

Internal Contacts

none

External Contacts

none

Knowledge, Skills, and Abilities:

The successful GA will be able to use Google Suite and have good communication skills. Ability to navigate BrightSpace is a plus. This position is remote. Students will need to be self-directed.

Required Qualifications:

instructional design and project management experience, self-directed

Preferred Qualifications:

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certified instructional designer

To Apply:

Submit your resume and cover letter via email to Jill Olausson (jill.olausson@maine.edu).