# Graduate Assistant Job Description

## Position Summary:

**Title:** Graduate Assistant

**Department:** Muskie School of Public Service

**Hours per Week:** 10 hours/week

**Location:**

|   | Portland |
|---|----------|
|   | Gorham |
|   | LAC |
| X | Online/Distance |

**Duration:**

|   | Full Academic Year |
|---|--------------------|
|   | Fall Semester |
| X | Spring Semester |
|   | Summer Semester |

**Total Stipend:** $2,000

**Scholarship Amount:** $1,500  (in-state) / $2,500  (out-of-state)

**Monthly Stipend:** $500

**Supervisor Name:** Brenda Zollitsch, PhD

**Supervisor E-Mail:** brendaz@maine.edu

**Supervisor Phone:** 2072400398

## Position Details:

**Statement of Job and Essential Functions:**

This graduate assistant will work with Dr. Zollitsch to explore new computer programs, tools and applications to enhance graduate student online learning experiences. These will include maximizing Brightspace functions, exploring learning game apps and other tools.

GA will also assist with some posting and editing work for weekly Brightspace content. By the end of the Spring semester, GA will work with Dr. Zollitsch to develop a report evaluating the different tools and compiling feedback from students about the online tools, which may be then shared with the full Muskie faculty once completed.

**Supervisory Responsibilities:**

This position has no supervisory responsibilities. The position will report directly to Dr. Brenda Zollitsch, Muskie Lecturer. Work communications and activities will be conducted remotely, with option for periodic in-person meetings if both parties are available (not required).

**Budget Responsibilities:**

The position does not have any budget responsibilities.

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

Development of a list of potential asynchronous online learning tools in the first month of the assistantship that will then be informally evaluated over the course of the semester. This will be followed by testing of 7-10 online learning components (e.g., e-journaling, learning "games", etc.) that will be integrated into learning activities in classes over the Spring Semester. Documentation of pros and cons for each tool. Final written report, co-authored by Dr. Zollitsch and the GA, including a matrix consisting of, at a minimum, a description of each tool, the pros and cons of each, how they were used and with what success, as well as any recommendations for their continued use (including context and timing considerations). These work tasks will be ~ 9 hours/week). Additionally, the GA will provide a brief weekly review of Brightspace content posted for 4 courses at the beginning of each week and make recommendations for any needed edits (~1 hour/week).

**Internal Contacts**

This position will be working with Dr. Zollitsch directly. The work of the GA will be viewed by other graduate students that will be using the different tools created through the assistantship for class activities. The final report will likely be read by other Muskie faculty and staff. The position may also communicate with USM technology staff if questions arise about how to integrate newly created tools with Brightspace applications.

**External Contacts**

This position may require some outreach to computer program and app providers or technical assistance staff from computing companies.

**Knowledge, Skills, and Abilities:**

Seeking student with a strong computing skill set who will enjoy trying out and evaluating new online learning apps and tools. The student should be familiar with basic research methods and have strong writing and communication skills. Position is remote, so student must have strong communication skills and the ability to complete tasks in a timely manner with remote supervision.

**Required Qualifications:**

Student must be highly proficient in the use of Brightspace. Strong review skills (reviewing Brightspace content for accuracy). Ability to work independently on GA tasks with remote supervision to meet deadlines. Student should also have demonstrated experience in either academic or professional writing, as the student will be contributing content to a written report.

**Preferred Qualifications:**

Familiarity with online learning apps and tools strongly preferred. NOTE: The student is NOT expected to have computer programming skills. Learning tools that will be developed will be using existing 'plug-and-play' systems.

**To Apply:**

Submit your resume and cover letter via email to Brenda Zollitsch, PhD (brendaz@maine.edu).