

Graduate Assistant Job Description

Position Summary:

Title: Graduate Assistant

Hours per Week: 10 hours/week

Department: School of Nursing

Location:

X	Portland
	Gorham
	LAC
	Online/Distance

Duration:

	Full Academic Year
	Fall Semester
X	Spring Semester
	Summer Semester

Total Stipend: \$2,500

Monthly Stipend: \$500

Scholarship Amount: \$1,500 in-state / \$2,500 out-of-state

Supervisor Name: Leslie Larsen/ Suzanne Parkman

Supervisor E-Mail: Leslie.larsen@maine.edu

Supervisor Phone: 2076158865

Position Details:

Statement of Job and Essential Functions:

Shared duties (Larsen) Work can be done remotely, rebuilding Brightspace exams, entering grades and weekly surveillance for pediatric courses, and other administrative duties as they arrive, and (Parkman) involves working as a research assistant, searching databases, critically appraising studies, uploading articles into systematic review software, and entering raw data into SPSS. Up to 5-10 hours a week total

Supervisory Responsibilities:

Providing direction and content support

Budget Responsibilities:

track hours

Public and Professional Activities Related to Job Performance:

None

Internal Contacts

Leslie Larsen Suzanne Parkman

External Contacts

None

Knowledge, Skills, and Abilities:

Computer access for data review and learning platforms

Required Qualifications:

Nothing additional

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Preferred Qualifications:

familiar computer usage for learning platforms and data bases

To Apply:

Submit your resume and cover letter via email to Leslie Larsen/ Suzanne Parkman
(Leslie.larsen@maine.edu).