

Position Summary:**Title:** Graduate Assistant**Hours per Week:** 10 hours/week**Department:** Educator Preparation**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:** \$3,000 (in-state) / \$5,000 academic year (out-of-state)**Supervisor Name:** Fiona McDonnell**Supervisor Email:** fiona.mcdonnell@maine.edu**Supervisor Phone:** 207-780-5055**Position Details:****Statement of Job and Essential Functions:**

The GA will assist the Office of Educator Preparation on 1) the analysis and display of data and 2) on the design and selection of instruments and tools to assess the quality and effectiveness of the USM-Educator Preparation Program in its mission to prepare completers with the knowledge, skills and disposition to be effective educators for all P-12 students.

Supervisory Responsibilities:

Review, organize and display survey data collected from internal/external stakeholders from fall 2021-spring 2024

Organize and tabulate data

Design charts and visuals to convey survey findings to internal and external stakeholders.

Use review of existing survey instruments to design a survey for use in spring 2024 to gather feedback from internal /external stakeholders—program completers, employed program completers, employers of program completers.

Ensure that survey instrument complies with established criteria for evaluating validity and reliability

Establish a database of internal/external stakeholders

Administer surveys to internal and external stakeholders, sp2024

Budget Responsibilities:

none

Public and Professional Activities Related to Job Performance:

The GA may be required to conduct interviews and / or focus group interviews with PK-12 school personnel and program completers.

Internal Contacts:

Fiona McDonnell

Graduate Assistantship Job Description

External Contacts:

none

Knowledge, Skills, and Abilities:

word processing, excel spreadsheets, ability to work on a team, charts and graphs

Required Qualifications:

Must not be a University of Maine System employee.

Word processing, excel, data analysis,

Preferred Qualifications:

Ability to make charts and graphs, survey design, TK20

To Apply:

Submit your resume and cover letter via email to Fiona McDonnell (fiona.mcdonnell@maine.edu).