

Position Summary:**Title:** Graduate Assistant**Hours per Week:** 20 hours/week**Department:** Teacher Education**Location:**

- Portland
 Gorham
 LAC
 Online/Distance

Duration:

- Full Academic Year
 Fall Semester
 Spring Semester
 Summer Semester

Total Stipend: \$4,500**Monthly Stipend:** \$1,000*

*January \$500, February - May \$1,000

Scholarship Amount: \$3000 (in-state) / \$5000 (out-of-state)**Supervisor Name:** Flynn Ross**Supervisor Email:** flynn.ross@maine.edu**Supervisor Phone:** 207-780-5768**Position Details:****Statement of Job and Essential Functions:**

- a. Website maintenance for Equity and Excellence in Maine Schools
- b. project support for the Maine Teacher Residency with marketing, advisory meeting, email response for future teachers,
- c. Support with research, literature review, and validation of performance assessment.

Supervisory Responsibilities:

none

Budget Responsibilities:

none

Public and Professional Activities Related to Job Performance:

website maintenance, email communication

Internal Contacts:

Maine Teacher Residency project

External Contacts:

Schools and teachers

Knowledge, Skills, and Abilities:

website maintenance, professional email responses, spreadsheet maintenance

Graduate Assistantship Job Description

Required Qualifications:

Must not be a University of Maine System employee.
strong on-line meeting skills - zoom, google suite

Preferred Qualifications:

experience working in Maine schools

To Apply:

Submit your resume and cover letter via email to Flynn Ross (flynn.ross@maine.edu).