

Graduate Assistant Job Description

Position Summary:

Title: Graduate Assistant
Department: Special Education

Hours per Week: 10 hours/week

Location:

<input type="checkbox"/>	Portland
<input checked="" type="checkbox"/>	Gorham
<input type="checkbox"/>	LAC
<input type="checkbox"/>	Online/Distance

Duration:

<input checked="" type="checkbox"/>	Full Academic Year
<input type="checkbox"/>	Fall Semester
<input type="checkbox"/>	Spring Semester
<input type="checkbox"/>	Summer Semester

Total Stipend: 4500

Monthly Stipend: 500

Scholarship Amount: 3000 (in-state) / 5000 (out-of-state)

Supervisor Name: Rachel Brown-Chidsey

Supervisor E-Mail: rachelb@maine.edu

Supervisor Phone: 19073557328

Position Details:

Statement of Job and Essential Functions:

This GA will assist with research activities related to studies about dyslexia, multi-tiered systems of support, reading instruction, and special educator preparation. Activities include locating research articles, conducting literature reviews, conducting assessments with enrolled subjects, analyzing data, and manuscript preparation. Pending data availability, manuscript co-authorship may be possible.

Supervisory Responsibilities:

None

Budget Responsibilities:

None

Public and Professional Activities Related to Job Performance:

Assisting with data collection and presentation at conferences

Internal Contacts

Faculty in the Special Education Department

External Contacts

Study subjects and their parents

Knowledge, Skills, and Abilities:

Word processing, spreadsheets, internet search engines, library databases, understanding of special education regulations and procedures

Required Qualifications:

Experience locating research articles, searching databases, creating and using spreadsheets, writing literature reviews, using APA style, understanding of special education regulations and procedures

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Preferred Qualifications:

Prior experience conducting academic assessment, including use of curriculum-based measures, experience with statistical analysis

To Apply:

Submit your resume and cover letter via email to Rachel Brown-Chidsey (rachelb@maine.edu).