

Graduate Assistant Job Description

Position Summary:

Title: Graduate Assistant
Department: Social Work

Hours per Week: 10 hours/week

Location:

X	Portland
	Gorham
	LAC
	Online/Distance

Duration:

X	Full Academic Year
	Fall Semester
	Spring Semester
	Summer Semester

Total Stipend: \$4500

Monthly Stipend: \$500

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

Supervisor Name: Dorothea Ivey

Supervisor E-Mail: dorothea.ivey@maine.edu

Supervisor Phone: 207-780-4427

Position Details:

Statement of Job and Essential Functions:

The Graduate Assistantship is intended to provide the student with an opportunity to learn proper research procedures and techniques that will contribute to the ongoing project on social justice service learning for online social work students. The supervising faculty is responsible for providing ongoing feedback and a formal assessment at the conclusion of the assistantship.

Typical Duties: The supervising faculty will determine the research goals to assist in the preparation for a literature review on service learning using a social justice lens for social work students in online class settings which may include the following and/or other duties specific to the research objectives:

- Research and collects data using research techniques and procedures, library research, structured interviews or other project specific methodology.
- Interprets and synthesizes data.
- Schedules, organizes and reports on status of research activities.
- Writes and edits materials for publication and presentation.
- Meets with faculty supervisor on regular basis to maintain ongoing communication regarding the quality of the assistant's performance.

Supervisory Responsibilities:

n/a

Budget Responsibilities:

n/a

Public and Professional Activities Related to Job Performance:

n/a

Internal Contacts

n/a

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External Contacts

n/a

Knowledge, Skills, and Abilities:

Experience with qualitative research in the social sciences. Understanding of data collection and analysis. Knowledge of arts-based research methods. Ability to work both independently and in group settings.

Required Qualifications:

This position is reserved for a selected, newly admitted MSW student for Fall 2023. The selected candidate will be notified by the MSW Coordinator before the end of the Spring 2023 semester.

Preferred Qualifications:

n/a

To Apply:

Submit your resume and cover letter via email to Dorothea Ivey (dorothea.ivey@maine.edu).