

Graduate Assistant Job Description

Position Summary:

Title: Graduate Assistant

Hours per Week: 10 hours/week

Department: Exercise, Health and Sport Sciences

Location:

X	Portland
	Gorham
	LAC
X	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: Dominique Ross

Supervisor E-Mail: Dominique.Ross@maine.edu

Supervisor Phone: 2077805659

Position Details:

Statement of Job and Essential Functions:

As the Athletic Training GA, you would be primarily responsible for maintaining Athletic Training social media, creating promotional materials, assisting with inventory and lab maintenance, communicating with prospective students, assisting with the planning and delivery of the annual preceptor workshop, and working with faculty on special projects.

Supervisory Responsibilities:

N/A

Budget Responsibilities:

N/A

Public and Professional Activities Related to Job Performance:

Communicate with prospective students and families regarding the Athletic Training Program. Maintain regular and professional communication on AT Program Social Media, including Facebook, Instagram and Twitter.

Internal Contacts

Faculty, Staff, and EHSS Students

External Contacts

Prospective Students & Families, Preceptors, ATP Community Members

Knowledge, Skills, and Abilities:

The ideal candidate would demonstrate: critical thinking, problem solving, professionalism, organizational skills, knowledge of excel, ability to navigate and post on social media, creativity, and effective communication.

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Required Qualifications:

Ability to come to the Portland Campus as needed.

Preferred Qualifications:

Experience with athletic training specific supplies, communicating with the public, and creating promotional materials.

To Apply:

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