

Graduate Assistant Job Description

Position Summary:

Title: Graduate Assistant

Hours per Week: 10 hours/week

Department: Educational Leadership & Adult and Higher Education

Location:

X	Portland
	Gorham
X	LAC
X	Online/Distance

Duration:

X	Full Academic Year
	Fall Semester
	Spring Semester
	Summer Semester

Total Stipend: \$4,500

Monthly Stipend: \$500

Scholarship Amount: \$3,000 (in-state) / \$5,000 (out-of-state)

Supervisor Name: Angela Atkinson Duina

Supervisor E-Mail: angela.atkinsonduina@maine.edu

Supervisor Phone: 2077805338

Position Details:

Statement of Job and Essential Functions:

Brightspace site management and course improvement
 Providing insightful summaries of discussion responses
 Discussion facilitation
 Database research and literature reviews
 Research collaboration: data management, analysis, writing

Supervisory Responsibilities:

None

Budget Responsibilities:

None

Public and Professional Activities Related to Job Performance:

Interaction with PK-12 educators and administrators

Internal Contacts

SEHD faculty

External Contacts

Interaction with PK-12 educators and administrators

Knowledge, Skills, and Abilities:

Preferred:

Word or other word processing software
 Excel or other spreadsheet software
 SPSS or other data analysis software
 Endnote or other annotated bibliography software
 Web-based instruction (Brightspace)

Graduate Assistant Job Description

Transcription
Survey research
Library-based research
Data analysis
Teaching
Program / curriculum development
Writing/editing

Required Qualifications:

Technology skills

Preferred Qualifications:

Strong PK-12 school experience in teaching, leadership broadly speaking

To Apply:

Submit your resume and cover letter via email to Angela Atkinson Duina
(angela.atkinsonduina@maine.edu).