

Graduate Assistant Job Description

Position Summary:

Title: Graduate Assistant

Hours per Week: 10 hours/week

Department: Learning Commons

Location:

X	Portland
X	Gorham
	LAC
	Online/Distance

Duration:

X	Full Academic Year
	Fall Semester
	Spring Semester
	Summer Semester

Total Stipend: 4500

Monthly Stipend: 500.00

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

Supervisor Name: Carrie Kancilia

Supervisor E-Mail: carrie.kancilia@maine.edu

Supervisor Phone: 9177678074

Position Details:

Statement of Job and Essential Functions:

GAs for the Learning Commons Writing Services are outlined in detail below, but they essentially contribute a multifaceted service of providing graduate-level writing support, a supervisory function, and together provide me what would be a part-time assistant to ensure smooth operation of Writing Services. Our GAs provide an immense amount of value to the Learning Commons and the students of USM.

The essential duties of this position are detailed below:

- *Devoting 10 hours a week to WC-related matters in which the GA provides tutoring, including on the Gorham campus, per week
- *Acting as a physical presence on the Portland campus during some of the hours when the WC supervisor is teaching and cannot be there
- *Conducting formal and informal observations of fellow tutors (formal observations conducted once a semester, to be split with supervisor, Carrie Kancilia)
- *Provide direct reports to me about any matters that might need the attention of the supervisor
- *Develop website materials for both the student-facing "My USM" site and the external website
- *Create content for workshops for faculty across disciplines at USM
- *GAs will also be encouraged to develop a research project on Writing Center practices and pedagogy

Supervisory Responsibilities:

The core supervisory responsibilities are to act as a physical presence when the supervisor is teaching, helping tutors to navigate any issues and asking questions of anyone entering the Writing Center space at 325 Glickman on the Portland campus. The person in this role will work closely with the WC supervisor for the smooth functioning of Writing Services.

Budget Responsibilities:

N/A

Public and Professional Activities Related to Job Performance:

Graduate Assistant Job Description

This role offers a USM graduate student the opportunity to offer writing support to the graduate student population, the chance to liaise with multiple departments across the campus on writing matters, and the support to develop a research project related to WC studies and pedagogy. A strong candidate for this role has strong communication and public speaking skills that they wish to further hone, and is comfortable taking on a supervisory role with undergraduate students.

Internal Contacts

N/A

External Contacts

N/A

Knowledge, Skills, and Abilities:

The ideal candidate for this role would have some background in tutoring or test prep. They must have a strong background in writing, but need not have an English degree.

Other preferred skills:

- Oral/Written Communication
- Teamwork/Collaboration
- Research Skills
- Presentation Opportunities
- Publishing Opportunities
- Use of Digital Technology
- Leadership Skills
- Critical Thinking/Problem Solving
- Professionalism

Required Qualifications:

- Strong written and oral communication skills
- An interest in student support services
- A compassionate and flexible attitude
- Flexibility in schedule for supervisory coverage needs
- Demonstrated excellence in GAs course of study
- Ability to visit the Gorham space throughout the year

Preferred Qualifications:

- Background as a writing tutor
- Interest in teaching, tutoring, and pedagogy
- Desire to conduct institutional research about USM

To Apply:

Submit your resume and cover letter via email to Carrie Kancilia (carrie.kancilia@maine.edu).