

## Graduate Assistant Job Description

### Position Summary:

**Title:** Graduate Assistant

**Hours per Week:** 10 hours/week

**Department:** Sustainability

**Location:**

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

**Duration:**

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

**Total Stipend:** \$4,500

**Monthly Stipend:** \$500

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

**Supervisor Name:** Aaron Witham

**Supervisor E-Mail:** [aaron.z.witham@maine.edu](mailto:aaron.z.witham@maine.edu)

**Supervisor Phone:** 207-210-0304

### Position Details:

**Statement of Job and Essential Functions:**

Description:

The Sustainable Transportation & Energy Graduate Assistant will help the University reduce its carbon footprint through implementing sustainable transportation and energy projects. Tasks range from research, to data collection and analysis, program development, and project management.

90% of the following duties can be completed remotely in an online environment, which makes this position a safe investment for the University and the Student during this uncertain time that we live in. The 10% in-person duties will mostly entail walking around campus to inventory different aspects of our transportation system, so it is very low risk. If there is a need to completely lockdown again, then I can make 100% of the job remote.

Essential Duties:

The GA will be expected to carry out a handful of the following duties, depending on the needs of the specific semester:

- Develop implementation plans for Transportation Demand Management (TDM) measures identified by the University's newly published TDM plan, including but not limited to initiatives to increase pedestrian, bike, bus, and carpool modes of transportation and to limit single occupancy trips on campus.
- Assist with carrying out TDM plans
- Research implementation strategies by reading literature and interviewing
- Conduct cost-benefit analysis on different methods for implementing TDM initiatives
- Develop creative ways to implement TDM within COVID-19 constraints

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- Develop and carry-out parking lot inventories or traffic counts
- Carry-out University's transportation survey by fine-tuning survey questions, training undergraduates and writing publicity
- Analyze transportation survey, surface parking counts, garage counts and other data sets as needed
- Assist with Request for Proposal (RFx) research, development, and administrative functions for transportation-related RFxs, including but not limited to carpool platforms, bikeshare programs, and Electric Vehicle (EV) charging stations
- Conduct geospatial data collection and analysis on transportation topics as needed
- Produce models, graphs, tables, reports, and Powerpoints as needed to advance sustainable transportation initiatives
- Analyze electric vehicle ownership rates & charging rates
- Conduct supply and demand side energy data collection and analysis
- Research credits for green building certification systems such as LEED or Passive House
- Assist with carbon inventory accounting and analysis
- Assist with AASHE's STARS data collection, analysis and reporting as needed
- Assist with mentoring undergraduate student Eco-reps as they assist with transportation, energy and waste projects on campus
- Other duties as reasonably assigned

### **Supervisory Responsibilities:**

Assist with mentoring undergraduate student Eco-reps as they assist with transportation, energy and waste projects on campus

### **Budget Responsibilities:**

Conduct cost-benefit analysis on different methods for implementing TDM initiatives

### **Public and Professional Activities Related to Job Performance:**

See job description, as many tasks will be related to public and professional activities.

### **Internal Contacts**

Associate Vice President of Operations, Director of Parking, Parking Committee, Conference Services, Dean of Students, and others.

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**External Contacts**

METRO public transit service, Go Maine, Tandem Mobility Bikeshare, City of Portland, and other outside vendors.

**Knowledge, Skills, and Abilities:**

Being reliable, detail oriented, and having a passion for sustainability are the most important abilities needed for this role.

**Required Qualifications:**

Experience with Excel.

**Preferred Qualifications:**

Experience analyzing data and undergraduate degree in a STEM-related field, or environmental studies, economics, business, sociology or geography. Spatial analysis experience, such as GIS would be helpful, but is not a requirement.

**To Apply:**

Submit your resume and cover letter via email to Aaron Witham ([aaron.z.witham@maine.edu](mailto:aaron.z.witham@maine.edu)).