

Graduate Assistant Job Description

Position Summary:

Title: Graduate Assistant

Hours per Week: 20 hours/week

Department: Recreation

Location:

| | |
|---|-----------------|
| X | Portland |
| X | Gorham |
| | LAC |
| | Online/Distance |

Duration:

| | |
|---|--------------------|
| X | Full Academic Year |
| | Fall Semester |
| | Spring Semester |
| | Summer Semester |

Total Stipend: \$9,000

Monthly Stipend: \$1,000

Scholarship Amount: \$6,000 (in-state) / \$6,000 (out-of-state)

Supervisor Name: Katriana Pratt

Supervisor E-Mail: katriana.pratt@maine.edu

Supervisor Phone: 2077805368

Position Details:

Statement of Job and Essential Functions:

The USM Department of Recreation is seeking a Graduate Assistant to work in the areas of Intramural and other recreation programming for the 2023-2024 academic year. The successful candidate will work closely with members of the Recreation department to help grow and oversee recreation in its programs, event operations, marketing, and assist with the day-to-day functioning of the Recreation Department.

Supervisory Responsibilities:

The Graduate Assistant will have supervisory responsibility for work-study students.

Budget Responsibilities:

Will be practicing budget skills by hosting programs under a specific budget amount.

Public and Professional Activities Related to Job Performance:

- Monitor athletic facilities and building management during recreation programming.
- Supervise and schedule work study students to assist with recreation events.
- Developed judgment and problem solving skills.
- Assist/Oversee in the set-up and break down of recreation events.
- Report issues and problem solve when possible.
- Assist with the preparation, care, repair, and inventory of equipment and uniforms.
- Assist with evaluation of risk management concerns at internal and external events.
- Attend and work at club sport events.
- Plan, organize and run recreational events throughout the year. This includes intramural, club sports, esports, fitness, wellness, and other recreation programming.
- The Graduate Assistant will be actively involved in professional development opportunities provided by the University.
- Attend all department staff meetings.
- Reports to the Coordinator of Recreation.
- Engage in all training and presentations provided to staff members.
- Additional duties may be assigned.

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Internal Contacts

Other departments for collaboration and usage of facilities .

External Contacts

n/a

Knowledge, Skills, and Abilities:

Strong interpersonal skills and ability to demonstrate strong organizational skills.

Required Qualifications:

Accepted into USM graduate program.

Ability to work 20 hours per week.

Good academic standing with USM.

Maintain at least a 3.0 GPA

Preferred Qualifications:

Well rounded in knowledge of sport management or related fields.

To Apply:

Submit your resume and cover letter via email to Katriana Pratt (katriana.pratt@maine.edu).