

Graduate Assistant Job Description

Position Summary:

Title: Graduate Assistant

Hours per Week: 10 hours/week

Department: Literacy, Language, & Culture

Location:

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

Duration:

<input checked="" 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: OLME students only (in-state) / OLME students only (out-of-state)

Supervisor Name: Dr. Kathleen McGovern

Supervisor E-Mail: kathleen.mcgovern@maine.edu

Supervisor Phone: (N/A)

Position Details:

Statement of Job and Essential Functions:

The Graduate Assistant will assist Dr. McGovern in teaching, research, and administrative work. Teaching work may encompass assisting the professor in setting up course shells in Brightspace and organizing student work/feedback. Research tasks may include locating and organizing literature, transcription, APA formatting/citations, and copyediting. Administrative work may include assisting in creating course plans and advising documents for advisees, and copyediting/creating other documents articulating program guidelines.

Supervisory Responsibilities:

None

Budget Responsibilities:

None

Public and Professional Activities Related to Job Performance:

Communicating professionally in writing and oral communication.

Internal Contacts

kathleen.mcgovern@maine.edu

External Contacts

None

Knowledge, Skills, and Abilities:

Able to manage one's own time and complete tasks by assigned deadlines. Excellent communication skills and willingness to ask questions. Proficiency with Google Suites and Microsoft Word. Willingness to learn Brightspace shell construction. Willingness to learn how to conduct literature searches and organize literature, how to undertake transcriptions, and other research/administrative skills as assigned.

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Required Qualifications:

Must be enrolled in an OLME program at USM.

Preferred Qualifications:

Interest in one or more of the following: language learning/teaching, TESOL, drama.

To Apply:

Submit your resume and cover letter via email to Dr. Kathleen McGovern
(kathleen.mcgovern@maine.edu).