

## Graduate Assistant Job Description

### Position Summary:

**Title:** Graduate Assistant

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

**Department:** Counselor Education

**Location:**

	Portland
X	Gorham
	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:** Daniel W. Wong

**Supervisor E-Mail:** [daniel.wong@maine.edu](mailto:daniel.wong@maine.edu)

**Supervisor Phone:** 207-7805312

### Position Details:

**Statement of Job and Essential Functions:**

Assisting the supervisor in conducting literature review, research special topics as needed.

**Supervisory Responsibilities:**

Supervise the work of the assistant.

**Budget Responsibilities:**

Graduate School

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

None

**Internal Contacts**

Daniel W. Wong

**External Contacts**

Daniel W. Wong

**Knowledge, Skills, and Abilities:**

Counselor Education discipline knowledge.

**Required Qualifications:**

Graduate student in counseling and human services fields.

**Preferred Qualifications:**

Graduate student in counseling and human services fields.

### To Apply:

Submit your resume and cover letter via email to Daniel W. Wong ([daniel.wong@maine.edu](mailto:daniel.wong@maine.edu)).