

## Graduate Assistant Job Description

### Position Summary:

**Title:** Graduate Assistant

**Hours per Week:** 20 hours/week

**Department:** Intercultural Student Affairs

**Location:**

	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:** Meghan Barrett

**Supervisor E-Mail:** [meghan.barrett@maine.edu](mailto:meghan.barrett@maine.edu)

**Supervisor Phone:** 207-780-5767

### Position Details:

**Statement of Job and Essential Functions:**

The Intercultural Student Affairs (ISA) graduate assistant will be a key member of the team, overseeing the Student Diversity Centers. Reporting to the Director of Intercultural Student Affairs, this position will plan intercultural programming and support events sponsored by the ISA Office.

Establish relationships with students within the diversity centers.

Oversee daily operations of the Student Diversity Centers in Portland/Gorham.

Empower students to put on programming within the center/s

Support promotion of center activities on social media and flyers

Event planning (with assistance of student employees, interns, and colleagues) related to racial and ethnic identity, class, nationality, religion, sexual orientation, gender identity and expression, and the intersectionality of these and other identities

Market and promote programming/information from the department and the centers including website content

Work in coordination with student affinity groups to encourage attendance at ISA activities and programs on campus, while serving as a referral and advocate to student affinity groups regarding issues of multiculturalism, intersectionality, racial, ethnic, and sexual and gender diversity.

**Supervisory Responsibilities:**

Manage the hiring, training, scheduling and supervising of work-study student employees.

**Budget Responsibilities:**

Help purchase program supplies and keep under recommended budget from supervisor

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

- Complete Title IX, Safe Zone and Green Zone Trainings

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- Collaborate with community partners for resources and/or supplies.
- Conduct yourself as an extension of the ISA professional staff.
- Occasional evening or weekend hours of work may be expected.
- Assist with the planning and execution of:
  - o Monthly intercultural programs (Black History Month, Native American Heritage Month, Hispanic Heritage Month, etc.)
  - o Royal Majesty Drag Show
  - o Culture Fest
  - o Intercultural Graduation Reception

### Internal Contacts

NA

### External Contacts

NA

### Knowledge, Skills, and Abilities:

Passion for advocating for marginalized groups and educating people on DEIA matters

### Required Qualifications:

Matriculation in a graduate degree program at USM

Enrollment in at least six credits per semester

GPA of 3.0 or higher

### Preferred Qualifications:

Experience in program planning/development

Experience working with people of diverse backgrounds/identities

### To Apply:

Submit your resume and cover letter via email to Meghan Barrett ([meghan.barrett@maine.edu](mailto:meghan.barrett@maine.edu)).