

Position Summary:**Title:** Graduate Assistant**Hours per Week:** 10 hours/week**Department:** College of Arts Humanities and Social Sciences**Location:**

- Portland
 Gorham
 LAC
 Online/Distance

Duration:

- Full Academic Year
 Fall Semester
 Spring Semester
 Summer Semester

Total Stipend: \$5,625 for 9 months**Monthly Stipend:** \$625 per month (Sept-May)**Scholarship Amount:** \$3,000 per academic year (1 class per semester) for 10-hour position (in-state) / \$3,000 per academic year (1 class per semester) for 10-hour position (out-of-state)**Supervisor Name:** Kelly Hrenko**Supervisor Email:** kelly.hrenko@maine.edu**Supervisor Phone:** 207.780.5276**Position Details:****Statement of Job and Essential Functions:**

Statement of Job:

This position will support the development of a new system-wide collaborative interdisciplinary Digital/Design Major. This position will help research, design, secure funding, and implement a new collaborative degree infrastructure at USM and across UMS campuses.

Primary Duties:

The GA will work under the direction of Kelly Hrenko to:

- Research and identify best practices of existing models and infrastructure in higher education institutions (in Maine and elsewhere) that promotes opportunities and engages faculty/students in collaborative/system wide shared curricula and degrees.
- Help organize and facilitate an advisory committee of USM, UMS and community members.
- Create an assessment structure for evaluating economic development impacts of a digital/design degree across Maine.
- Work with targeted USM and UMS Departments (Art, Media/Comm/ Game design, MIST) to implement communication and informational sessions for students and faculty that will facilitate data needed to create a major/curricula that meets the needs of USM and UMS.
- Help schedule, attend, and synthesize notes at all planning/advisory meetings.
- Help recruit UMS campuses and faculty to help CAHS work on the development and implementation of this cross-system Digital and Design Major.
- Interact with Faculty and students at other UMS locations, as needed/advised.
- Help assess space, equipment and technology needs across campuses.
- Assist in writing grants for planning fund and program development.
- Develop sustainable and ongoing internal processes and procedures for USM to effectively work with other campuses on shared majors.
- Help develop and put in place a USM web presence and/or communication plan to inform faculty/students of this new major and the process of taking classes across campuses.
- Coordinate with Office of advising, and admissions as needed.

Graduate Assistantship Job Description

- Work with the Data Innovation Project to establish and maintain a performance management plan.

Supervisory Responsibilities:

None

Budget Responsibilities:

None

Public and Professional Activities Related to Job Performance:

n/a

Internal Contacts:

USM and UMS Departments; Office of Advising; Office of Admissions; Data Information Project

External Contacts:

n/a

Knowledge, Skills, and Abilities:

Preferred Knowledge, Skills, and Abilities:

- An interest, understanding, experience, or comfort with the visual arts (design, digital arts, media, communications, video, film)
- An interest, background, and/or experience with coursework/curricula in the arts
- Interest and/or experience in curriculum or program design
- Strong written and oral communication skills
- Attention to detail and time-management skills
- Experience with Google and Microsoft Office products, including Excel
- Ability to maintain/update web-based content
- Able to work both remotely and in person
- Able to carry out tasks independently and work with others in a collaborative environment
- Able to help implement events, such as lunch/learn sessions, informational sessions, planning meetings, and advisory boards
- Is creative, flexible and enjoys working and problem solving with a team
- Familiarity with research methods through coursework or experience
- Highly dependable and thorough in data collection and analysis

Required Qualifications:

Must not be a University of Maine System employee.

Current degree-seeking graduate student at USM

Preferred Qualifications:

n/a

To Apply:

Submit your resume and cover letter via email to Kelly Hrenko (kelly.hrenko@maine.edu).