

Position Summary:

Title: Graduate Assistant

Hours per Week: 20 hours/week

Department: Military Affiliated Student Hub

Location:

- Portland
- Gorham
- LAC
- Online/Distance

Duration:

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

Total Stipend: \$9,000/year

Monthly Stipend: \$1,000

Scholarship Amount: 0 (in-state) / 0 (out-of-state)

Supervisor Name: Lorrie Spaulding

Supervisor Email: lorraine.spaulding@maine.edu **Supervisor Phone:** 2077805232

Position Details:

Statement of Job and Essential Functions:

To be a student-centered and supportive advocate for military affiliated students from pre- enrollment to graduation and beyond. To empower military affiliated students by providing superb student-centered service, practical and appropriate resources, and an inclusive community of support.

Supervisory Responsibilities:

- Assist in supervising student employees to include: scheduling shifts, assisting with evaluations, providing guidance, and collaborating with students on their responsibilities and events.
- Conduct one on one meetings with individual student employees.
- Attend weekly one on one meeting with supervisor.
- Provide assistance to conflict resolution between student employees.
- Assist in the professional development of student employees.

Budget Responsibilities:

n/a

Public and Professional Activities Related to Job Performance:

- Coordinate and facilitate awareness and cultural events on and off of campus.
- Coordinate at least two awareness/outreach events (one per semester) in order to build engagement within the USM and local community.

Internal Contacts:

Advising, Disability Services, Learning Commons, Career Hub, Veterans Upward Bound, Promise Scholars

Graduate Assistantship Job Description

External Contacts:

Maine Career Center, Vet Centers, Salvation Army, Preble Street Resource Center, VA, CBOC

Knowledge, Skills, and Abilities:

- Demonstrate leadership skills related to supervising and developing students to include: facilitating group decision-making, goal-setting, managing conflict, and appropriately mentor students and staff while exhibiting strong active listening skills.
- Identify systematic barriers to equity and equality in order to advocate for and implement means of addressing these obstacles.
- Model appropriate and effective techniques for supervising student and professional staff.

Required Qualifications:

Must not be a University of Maine System employee.

Preferred Qualifications:

Event planning

To Apply:

Submit your resume and cover letter via email to Lorrie Spaulding (lorraine.spaulding@maine.edu).