

Position Summary:**Title:** Graduate Assistant**Hours per Week:** 10 hours/week**Department:** Teacher Education**Location:**

Portland
 Gorham
 LAC
 Online/Distance

Duration:

Full Academic Year
 Fall Semester
 Spring Semester
 Summer Semester

Total Stipend: \$4,500**Monthly Stipend:** \$500**Scholarship Amount:** \$3,000/academic year (\$1,500 per semester) (in-state) / \$5,000/academic year (\$2,500 per semester) (out-of-state)**Supervisor Name:** Flynn Ross**Supervisor Email:** flynn.ross@maine.edu**Supervisor Phone:** 207-780-5768**Position Details:****Statement of Job and Essential Functions:**

The Graduate Assistant for USM's Center for Teaching Innovation will work in person 10 hours a week in the Center on the third floor of Bailey Hall, Gorham campus. While there, the GA will build a welcoming space by creating and updating bulletin boards, hosting gathering and networking events, monitoring social media accounts, coordinating with the Educators of Tomorrow! Club, and tracking and managing the Center's makerspace materials.

Supervisory Responsibilities:

None

Budget Responsibilities:

None

Public and Professional Activities Related to Job Performance:

Activities include marketing events, greeting and welcoming students to the center, and possibly leadership of and public speaking at events if desired.

Internal Contacts:

Will be required to coordinate with student support services, including student clubs, Dean of Students, faculty advisors, and others involved in student retention efforts.

External Contacts:

May also be required to coordinate with local educators or others involved in Center events.

Knowledge, Skills, and Abilities:

Comfort with Google suite tools (docs, sheets, slides, calendar, etc.) and graphic design for posters and event marketing materials (Adobe, Canva, etc.), as well as a strong professional work ethic (punctual,

Graduate Assistantship Job Description

organized, exhibits proactive communication, takes initiative, and demonstrates capacity for management). Must be compassionate and people oriented.

Required Qualifications:

Must not be a University of Maine System employee.

Current, degree-seeking graduate student at USM

Preferred Qualifications:

Graduate student in education or related field; enrolled in ETEP or similar teacher credentialing program; experience working in K-12 schools or youth organizations.

To Apply:

Submit your resume and cover letter via email to Flynn Ross (flynn.ross@maine.edu).