

Graduate Assistantship Job Description

Position Summary:

Title: Graduate Assistant**Hours per Week:** 10 hours/week**Department:** Educational Psychology and School Psychology**Location:** Portland Gorham LAC Online/Distance**Duration:** Full Academic Year Fall Semester Summer Semester Spring Semester**Total Stipend:** \$4,500**Monthly Stipend:** \$500**Scholarship Amount:** \$3,000 (in-state) / \$5,000 (out-of-state)**Supervisor Name:** Samantha Blair**Supervisor Email:** samantha.blair@maine.edu**Supervisor Phone:** 207-780-5813

Position Details:

Statement of Job and Essential Functions:

The graduate assistant will support work on a collaborative project between the University of Southern Maine School Psychology Program and the Maine Department of Education. The goals of the project during the 24-25 academic year will include the following: strengthening clinical training and associated curriculum, overseeing clinical training across all years of the school psychology program, supporting the facilitation of supervision professional development opportunities for current practicing school psychologists, developing a tiered supervision model within the field training sequence, and working to increase the quantity and quality of field training sites throughout the state of Maine.

The graduate assistant's principle responsibilities will be to assist with support of these objectives. This could include assisting with the following tasks: preparation of course materials for the practicum and internship courses, preparation of professional development materials, development and delivery of materials at conferences and workshops, data collection and record keeping related to field sites, development and preparation of peer supervision materials, research and data collection tasks, and providing didactic training or leading class discussions if applicable.

Supervisory Responsibilities:

There are no supervisory responsibilities required for this position.

Budget Responsibilities:

There are no budget responsibilities required for this position.

Public and Professional Activities Related to Job Performance:

This position may include collaboration with public school sites and psychology professionals throughout Maine.

Graduate Assistantship Job Description

Internal Contacts:

Samantha Blair

External Contacts:

None

Knowledge, Skills, and Abilities:

Relevant skills for this position include strong organization and communication skills, flexibility, ability to work independently, and familiarity with Microsoft and Google Suite.

Required Qualifications:

Current graduate student in school psychology who has completed at least one semester of practicum. Must not be a University of Maine System employee.

Preferred Qualifications:

Knowledge of the field training sequence in school psychology; an interest in the professional development of school psychologists and advocacy for the field; and an understanding of the institutional structures related to public education in Maine.

To Apply:

Submit your resume and cover letter via email to Samantha Blair (samantha.blair@maine.edu).