

Graduate Assistantship Job Description

Position Summary:**Title:** Graduate Assistant**Hours per Week:** 20 hours/week**Department:** Disability Services Center**Location:** Portland Gorham LAC Online/Distance**Duration:** Full Academic Year Fall Semester
 Summer Semester Spring Semester**Total Stipend:** \$9,000.00**Monthly Stipend:** \$1,000.00**Scholarship Amount:** \$6,000.00 (in-state) / \$6,000.00 (out-of-state)**Supervisor Name:** Zack Whitehouse**Supervisor Email:** zachary.whitehouse@maine.edu**Supervisor Phone:** 207-780-4816**Position Details:****Statement of Job and Essential Functions:**

Essential duties of the position:

Under the direction of the Assistant Director and the Accommodations Coordinator of the Disability Services Center, the Graduate Assistant supports the coordination of accommodated note taking services.

Primary duties include recruitment of student note takers; communication with notetakers, note readers, and faculty regarding note taking requests; and track the posting of notes to the Accommodate Note Taker Network.

The position also assists with general office duties such as assisting the DSC with programs and services, filing, data gathering, materials preparation, etc.

ESSENTIAL FUNCTIONS:

Coordinate note taker program by recruiting volunteers via class roster solicitation.

Follow up on all unfilled requests and concerns about note quality or timely postings.

Bring concerns to the Assistant Director or Accommodations Coordinator for additional follow-up in a timely manner.

Monitoring shared files for each course for note takers and note readers in the Accommodate Note Taker Network to maintain confidentiality.

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Coordinate and monitor use of the GLEAN note-taking program for students who access that accommodation.

Educate students, staff, and faculty on use of GLEAN in the classroom.

Track the posting of notes on a weekly basis and prepare spreadsheets for notetaker distribution of Husky Bucks or E-Campus Credit four times each semester.

Assist with other DSC programs and services as needed including greeting visitors, etc.

Supervisory Responsibilities:

Recruiting and overseeing student note-takers.

Budget Responsibilities:

Allocating Husky-Bucks and E-Campus Credit to student note takers.

Public and Professional Activities Related to Job Performance:

None.

Internal Contacts:

Faculty and students.

External Contacts:

Accommodate and Glean.

Knowledge, Skills, and Abilities:

- Oral/Written Communication
- Teamwork/Collaboration
- Presentation Opportunities
- Use of Digital Technology
- Leadership Skills
- Critical Thinking/Problem Solving
- Global/Intercultural Fluency
- Policy Design
- Professionalism

Required Qualifications:

Must not be a University of Maine System employee.

Ability work with confidential student information.

Preferred Qualifications:

None.

To Apply:

Submit your resume and cover letter via email to Zack Whitehouse (zachary.whitehouse@maine.edu).