Graduate Assistantship Job Description

Position Summary:

Title: Graduate Assistant

Department: School of Nursing - STEM

Hours per Week: 10 hours/week

Location:

   __X__ Portland
   _____ Gorham
   _____ LAC
   _____ Online/Distance

Duration:

   __X__ Full Academic Year
   _____ Fall Semester
   _____ Spring Semester
   _____ Summer Semester

Total Stipend: $4,500 / 9 month academic year   **Monthly Stipend:** $500 per month

Scholarship Amount: $3,000 / academic year ($1,500 per semester) (in-state) / $5,000 per academic year (out-of-state)

Supervisor Name: Catherine Lyden & Elizabeth Guerdan

Supervisor Email: catherine.lyden@maine.edu   **Supervisor Phone:** 207 780 4508
and elizabeth.guerdan@maine.edu

Position Details:

Statement of Job and Essential Functions:
The time will be divided between the two supervisors equaling approx. 5 hours per week for a maximum of 10 hours total. It will include a variety of opportunities as detailed below:

Research and scholarship projects.
Assisting with simulation in both the graduate and undergraduate program including NUR 602 (advanced health assessment), NUR 313 (Junior med/surg) and 413 (High Acuity) undergraduate labs.
Essential Duties: Research duties may include database research, literature reviews and data collection; other tasks as agreed upon by the candidate and faculty. This may include the opportunity to co-author a manuscript.

Tasks in the labs include:
• Proctoring labs and exams (in person, on campus as required)
• Supervising and/or running practice labs
• Setting up classes and organizing documentation in applications e.g. electronic health record and Vsim
• Tutoring medication calculations
• Grading of assignments
• Patient scenario development (based on interest).

Benefit to you, the Student: Opportunity for you to develop research skills including data collection, critical thinking skills, problem-solving skills, and communications skills. You will develop your knowledge and clinical expertise, important components of a nurse practitioners' role as you work with students in a variety of lab settings. You will also become more confident in your own skills and knowledge. Nurses are educators, you will have the chance to work alongside experienced faculty working with a variety of students as a teacher and guide as they practice and advance their clinical

knowledge. The skills developed are important for nurse practitioners in clinical practice and anyone considering pursuing a doctoral degree.

Supervisory Responsibilities:
Working with students in lab and during exams.

Budget Responsibilities:
N/A

Public and Professional Activities Related to Job Performance:
N/A

Internal Contacts:
N/A

External Contacts:
N/A

Knowledge, Skills, and Abilities:

• Excellent health assessment and clinical skills, able to teach and/or review system-based health assessment skills with students in the lab setting.
• Strong math skills comfort performing and teaching medication calculations.
• Strong teaching skills and a desire to mentor or guide other students
• Strong organizational skills and be self-directed to complete tasks in a timely manner.
• Good communications skills
• Be familiar with technology and able to work independently to set up classes as requested.

Required Qualifications:
Must not be a University of Maine System employee.
Applicant must have completed a bachelor's Science in Nursing and be admitted into the graduate program. Students from the Family Nurse Practitioner, Adult-Gerontology or Adult-Gerontology Acute Care Nurse Practitioner program preferred, however a strong student from the Psychiatric Mental Health NP program (across the lifespan) will also be considered.

Preferred Qualifications:
None

To Apply:

Submit your resume and cover letter via email to Catherine Lyden & Elizabeth Guerdan (catherine.lyden@maine.edu and elizabeth.guerdan@maine.edu).