

## Graduate Assistantship Job Description

**Position Summary:****Title:** Graduate Assistant**Hours per Week:** 10 hours/week**Department:** Office of International Programs**Location:** Portland       Gorham       LAC       Online/Distance**Duration:** Full Academic Year       Fall Semester  
 Summer Semester       Spring Semester**Total Stipend:** \$4500**Monthly Stipend:** \$500**Scholarship Amount:** \$3000 (in-state) / \$5000 (out-of-state)**Supervisor Name:** Kimberly B. Sinclair**Supervisor Email:** [ksinc@maine.edu](mailto:ksinc@maine.edu)**Supervisor Phone:** 2077804959**Position Details:****Statement of Job and Essential Functions:**

STATEMENT OF JOB: Under the direction of the Director and the Assistant Director of International Programs this GA position provides support for initiatives and services related to providing international opportunities for USM's student population. Also assists, as needed, with international recruitment efforts and aligning the work of the Office of International Programs with the initiatives outlined in USM's Vision 2028.

ESSENTIAL FUNCTIONS: 1) Assists students with exploring study abroad opportunities and successfully completing the study abroad application process 2) Assists approved study abroad students with pre-departure preparations 3) Assists with the development and facilitation of USM's faculty led short term travel programs as needed 4) Assists with the promotion and facilitation of USM's micro-credential for global competency initiative 5) Assists with web and other communications related to international program initiatives 6) Supports the Office of International Programs with other relevant tasks and research as needed.

**Supervisory Responsibilities:**

None

**Budget Responsibilities:**

None

**Public and Professional Activities Related to Job Performance:**

Activities may include marketing events, class visits and various on campus events and activities. An interest in gaining public speaking experience is a plus.

**Internal Contacts:**

Students, faculty and staff

**External Contacts:**

Community members, service providers, educational institutions and organization abroad an in the US

**Knowledge, Skills, and Abilities:**

Comfort with Google Suite tools, oral and written communication skills including the ability to create promotional materials, teamwork and collaboration, global/intercultural fluency, critical thinking and leadership skills, professionalism (punctual, reliable, organized, takes initiative) and must be compassionate and people oriented.

**Required Qualifications:**

Ability to work with confidential information. Access to a quiet and confidential location if working with students via zoom from a remote location.

Must not be a University of Maine System employee.

**Preferred Qualifications:**

Prior travel or study abroad experience and/or an interest or curiosity about other places and cultures.

**To Apply:**

Submit your resume and cover letter via email to Kimberly B. Sinclair ([ksinc@maine.edu](mailto:ksinc@maine.edu)).