

Position Summary:**Title:** Graduate Assistant**Hours per Week:** 10 hours/week**Department:** Online Nursing Programs**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)

*Final scholarship rate to be determined by June 2024

Supervisor Name: Jill Olausson**Supervisor Email:** jill.olausson@maine.edu**Supervisor Phone:** (207) 753-6589**Position Details:****Statement of Job and Essential Functions:**

The graduate assistant will be responsible for technical assistance to the program director and the program coordinator of the Online Nursing Programs. Duties may include, the organization and distribution of data using Google Suite, the development policies and procedures (with guidance) to streamline the operations of the programs, and online course design.

Supervisory Responsibilities:

none

Budget Responsibilities:

none

Public and Professional Activities Related to Job Performance:

email distribution, maintaining data, standardizing online course design

Internal Contacts:

none

External Contacts:

none

Knowledge, Skills, and Abilities:

The successful GA will be able to use Google Suite and have good communication skills. Ability to navigate BrightSpace is a plus. This position is remote. Students will need to be self-directed.

Graduate Assistantship Job Description

Required Qualifications:

instructional design and project management experience, self-directed
Must not be a University of Maine System employee.

Preferred Qualifications:

certified instructional designer

To Apply:

Submit your resume and cover letter via email to Jill Olausson (jill.olausson@maine.edu).