

Graduate Assistantship Job Description

Position Summary:

Title: Graduate Assistant**Hours per Week:** 10 hours/week**Department:** Counselor Education**Location:** Portland Gorham LAC Online/Distance**Duration:** Full Academic Year Fall Semester Summer Semester Spring Semester**Total Stipend:** \$4,500.00**Monthly Stipend:** \$500.00**Scholarship Amount:** \$3,000.00 (in-state) / \$3,000.00 (out-of-state)**Supervisor Name:** Adele Baruch**Supervisor Email:** adele.baruchrunyon@maine.edu**Supervisor Phone:** 207-7805317

Position Details:

Statement of Job and Essential Functions:

This position is focused on assistance related to scholarship and teaching projects. This includes the development of power points for presentations and current writing and teaching projects associated with stories of moral courage. Teaching assistance includes support for the Learn and Lead wellness initiative, maintaining the shared google folder and support for intermittent meetings with participating faculty and students. Some assistance with course material will be needed, especially the updating of case studies for family systems courses, as well as course reserve lists and syllabi. A university-wide wellness committee is in the process of development, and the GA will assist with processes related to the gathering of student input. Depending on the GA's interest, there will be opportunities to collaborate on presentations associated with current projects related to stories of moral courage and Narrative approaches.

Supervisory Responsibilities:

The supervisor will meet at least one hour weekly with the GA to discuss ongoing projects and associated support. The weekly face to face meetings will be augmented with intermittent zoom meetings to assist with planning.

Budget Responsibilities:

The only budgetary responsibilities will be to assure that both a scholarship and stipend will be transmitted to the GA through a SEHD Assistantship award.

Public and Professional Activities Related to Job Performance:

Participation in the Learn and Lead wellness initiative for fall and spring ('24-'25). Participation in support of a university-wide wellness committee. Depending on the GA's interest, participation in a Narrative Matters international conference on Narratives, Sp. '25.

Internal Contacts:

Adele Baruch, Ian Renga (stories of moral courage), Mary Anne Peabody and Ashley Condon (Learn and Lead wellness initiative)

External Contacts:

Dr. Susan Duffy (moving stories of moral courage, as well as the teachers and community leaders associated with a grant initiative bring moving stories of moral courage to high schools in northern Maine); Contact with alumni on the MH Advisory Board

Knowledge, Skills, and Abilities:

Interest in Narratives Skill in developing power points and publicity material associated with the wellness initiative. Knowledge of working with spreadsheets. Interest in developing diverse case studies. Basic word processing skills and the development of materials related to presentations associated with "moving stories" of moral courage

Required Qualifications:

Degree-seeking graduate student at USM
Must not be a University of Maine System employee.

Preferred Qualifications:

Counselor education student with some experience in counseling skills and family systems

To Apply:

Submit your resume and cover letter via email to Adele Baruch (adele.baruchrunyon@maine.edu).