

Position Summary:**Title:** Graduate Assistant**Hours per Week:** 10 hours/week**Department:** Exercise, Health and Sport Sciences**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)**Supervisor Name:** Dominique Ross**Supervisor Email:** Dominique.ross@maine.edu**Supervisor Phone:** 207-780-5659**Position Details:****Statement of Job and Essential Functions:**

The Graduate Assistant for the Athletic Training Program will assist the Program Director with creating and updating recruitment materials, monitoring social media accounts, communicating with prospective students, creating a monthly newsletter, managing and tracking inventory, and serving as a student liaison between the Program and our Professional Organizations.

Supervisory Responsibilities:

None

Budget Responsibilities:

None

Public and Professional Activities Related to Job Performance:

Activities include marketing, recruitment, and communicating with professional organizations such as the MATA, EATA, and NATA .

Internal Contacts:

Will communicate with EHSS Department Faculty, Dean's Office, Current Students, and others involved with the Athletic Training Program.

External Contacts:

Program Alumni, Prospective Students, Athletic Training Leadership, Community Partners, Vendors.

Graduate Assistantship Job Description

Knowledge, Skills, and Abilities:

Ability to effectively use Google suite tools or comparable programs, create marketing materials, proficient written communication skills, ability to identify and inventory athletic training related equipment, strong work ethic, and professional communication.

Required Qualifications:

Familiarity with the Athletic Training Profession
Must not be a University of Maine System employee.

Preferred Qualifications:

Graduate student in the Athletic Training Program

To Apply:

Submit your resume and cover letter via email to Dominique Ross (Dominique.ross@maine.edu).