

Position Summary:**Title:** Graduate Assistant**Hours per Week:** 10 hours/week**Department:** Graduate Student Professional Development Fund (GSPDF)**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) / (in-state) / \$5,000 (out-of-state) / \$4,000 (NEBHE) / \$3,500(MFA/Online)**Supervisor Name:** Sydney Pontau**Supervisor Email:** sydney.pontau@maine.edu**Supervisor Phone:** 207-780-4877**Position Details:****Statement of Job and Essential Functions:**

The Office of Graduate Studies seeks a Graduate Assistant to assist in providing direct support services to USM graduate students through management of the Graduate Student Professional Development Fund, and coordinating professional development workshops for the graduate student population. This position includes:

- Reviewing application materials and making award decisions
- Working actively with OGS team members on the administration of the graduate student professional development funds
- Developing a communication plan to inform graduate students and the USM community of the grant program deadlines and other Professional Development Fund activities
- Accounting for funds distributed in each of the professional development fund programs
- Other activities pertaining to the Graduate Student Professional Development Fund
- Coordinate and support other professional development activities and initiatives for USM graduate students.

Supervisory Responsibilities:

None

Budget Responsibilities:

- Budgetary oversight of the Graduate Student Professional Development Fund account, under the supervision of the Assistant Director of Graduate Studies, as needed

Public and Professional Activities Related to Job Performance:

- Represents the Office of Graduate Studies at Orientation events

Graduate Assistantship Job Description

- Represents the Office of Graduate Studies at academic program events to present GSPDF information
- Represents USM at prospective student events

Internal Contacts:

- Office of Graduate Studies--Director, Assistant Director, Administrative Specialist, Graduate Assistants, Work-study students
- Procurement, Student Financial Services, Professional and Continuing Education, Office of Admissions, Career and Employment Hub, International Programs, Marketing, ITMS, Academic Faculty Advisors

External Contacts:

- External vendors, academic associations, Concur Travel Systems (as needed)

Knowledge, Skills, and Abilities:

- Strong communication skills and a commitment to USM's Service Promise: "Student Focused Every Day"
- Ability to work both independently and collaboratively with multiple constituents including staff, fellow students, faculty, and external vendors
- Organized and detail-oriented
- Ability to generate reports and presentations using Microsoft Office and Google Suite

Required Qualifications:

- Current degree-seeking graduate student at USM
- Enrolled in at least six graduate credits per semester (Fall and Spring)
- Be in good academic standing and maintain a GPA of at least 3.0
- Must not be a University of Maine System employee.

Preferred Qualifications:

- Experience working in higher education
- Understanding of Microsoft Office and Google Suite
- Basic understanding of accounting and budget management
- Strong customer service experience
- Ability to communicate both verbally, and non-verbally in a clear and organized manner
- Familiarity with MaineStreet Financials and Concur

For any questions about this graduate assistantship posting, please contact:

Sydney Pontau, Assistant Director of Graduate Studies

University of Southern Maine

Room 111 Abromson Center

207.780.4877

Sydney.pontau@maine.edu

To Apply:

Submit your resume and cover letter via email to the Office of Graduate Studies

(usmgradstudies@maine.edu) with the subject line "Application for GSPDF GA Position" by April 24, 2024.