

Position Summary:**Title:** Graduate Assistant**Hours per Week:** 10 hours/week**Department:** Intercultural Student Affairs**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:** Meghan Barrett**Supervisor Email:** meghan.barrett@maine.edu**Supervisor Phone:** 780-4173**Position Details:****Statement of Job and Essential Functions:**

The Intercultural Student Affairs (ISA) graduate assistant will be a key member of the team, overseeing the Student Diversity Centers. Reporting to the Director of Intercultural Student Affairs, this position will plan intercultural programming and support events sponsored by the ISA Office.

They will also:

- Establish relationships with students within the diversity centers.
- Oversee daily operations of the Student Diversity Centers in Portland/Gorham.
- Empower students to put on programming within the center/s
- Support promotion of center activities on social media and flyers
- Event planning (with assistance of student employees, interns, and colleagues) related to racial and ethnic identity, class, nationality, religion, sexual orientation, gender identity and expression, and the intersectionality of these and other identities.
- Market and promote programming/information from the department and the centers including website content.
- Work in coordination with student affinity groups to encourage attendance at ISA activities and programs on campus, while serving as a referral and advocate to student affinity groups regarding issues of multiculturalism, intersectionality, racial, ethnic, and sexual and gender diversity.

Supervisory Responsibilities:

Manage the hiring, training, scheduling and supervising of work-study student employees.

Budget Responsibilities:

Will purchase program supplies with budget given by supervisor

Public and Professional Activities Related to Job Performance:

Complete Title IX, Safe Zone, Green Zone, and all compliance Trainings

Internal Contacts:

N/A

External Contacts:

N/A

Knowledge, Skills, and Abilities:

- Passion for advocating for marginalized groups and educating people on DEIAB topics.
- Comfortable using google calendar, google chat, google sheets, google docs, etc.
- Experience managing social media and creating newsletters
- Comfortable speaking publicly
- Strong communication skills

Required Qualifications:

Matriculation in a graduate degree program at USM
Enrollment in at least six credits per semester
GPA of 3.0 or higher
Must not be a University of Maine System employee.

Preferred Qualifications:

- Experience in program planning/development
- Experience working with people of diverse backgrounds/identities

To Apply:

Submit your resume and cover letter via email to Meghan Barrett (meghan.barrett@maine.edu).