

Position Summary:**Title:** Graduate Assistant**Hours per Week:** 20 hours/week**Department:** Office of Graduate Studies**Location:** Portland Gorham LAC Online/Distance**Duration:** Full Academic Year Fall Semester
 Summer Semester Spring Semester**Total Stipend:** \$9,000**Monthly Stipend:** \$1,000**Scholarship Amount:** \$6,000 (in-state) / \$10,000 (out-of-state) / \$8,000 (NEBHE) / \$7,000(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, which is the hub for graduate student services and support, seeks a Graduate Assistant who is service-oriented and eager to build partnerships with the graduate community through project-based work; data collection and analysis; event planning and participation; management of social media platforms; and help with the daily activities of a student- focused office. Seeking candidates with a demonstrated commitment to diversity, equity, & inclusion, and social justice. All team members must abide by USM Service Promise and practice Respect & Care, Integrity, Equity, and Responsiveness.

Essential Functions:

- Conduct research, projects, and data analysis in areas pertaining to Graduate Studies, including but not limited to: graduate student engagement; professional development; new student onboarding; policies & procedures; and the Graduate Assistantship Program
- Gather data from current students, faculty and staff, conduct research analyses, synthesize and summarize data points, prepare presentation(s)
- Manage and maintain OGS social media platforms
- Coordinate the Peer Mentorship Program
- Greet walk-in guests at the Office of Graduate Studies (OGS) and provide initial assistance and referrals (when working on-campus)
- Serve as Graduate Student Board (GSB) liaison
- Collaborate with other departments on initiatives to serve graduate students, including Student Affairs, Admissions, the Career & Employment Hub, and academic departments
- Focus on diversity, equity, and justice in building more intercultural student engagement
- Help implement parts of the OGS communication plan to students and the USM community

Additional duties as assigned

Graduate Assistantship Job Description

Supervisory Responsibilities:

Potentially assist the Director and Assistant Director in assigning duties to an undergraduate work study student

Budget Responsibilities:

Assist the Director and Assistant Director in gathering budget data, as needed

Public and Professional Activities Related to Job Performance:

Represents the Office of Graduate Studies at events such as Orientation and student recognition events

Internal Contacts:

Office of Graduate Studies--Director, Assistant Director, Administrative Specialist, Graduate Assistants, Work-study students, and Graduate Student Board members

External Contacts:

N/A

Knowledge, Skills, and Abilities:

- Strong communication skills and a commitment to USM's Service Promise: "Student Focused Every Day"
- Understanding of USM Mission and Vision 2028
- Ability to work both independently and collaboratively with multiple constituents including staff, fellow students, faculty, and the public
- 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 3.0 or higher
- Must not be a University of Maine System employee.

Preferred Qualifications:

Experience working in higher education

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 Graduate Studies GA Position" by April 24, 2024.