

Position Summary:

Title: Graduate Assistant

Hours per Week: 10 hours/week

Department: Special 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) / \$5,000.00 (out-of-state)

Supervisor Name: Sarah Wilkinson

Supervisor Email: sarah.wilkinson@maine.edu

Supervisor Phone: 207-780-5175

Position Details:

Statement of Job and Essential Functions:

This position provides opportunities to engage in research and training related to student behavior and Positive Behavioral Interventions and Supports (PBIS). The GA's primary responsibilities are project- and interest- dependent, and may include tasks such as project management, conducting school-based research, basic data analysis, writing for publication, and training/supporting schools implementing PBIS. Students who are interested in PBIS, supporting students with social, emotional, and behavioral needs, supporting educators to support students, and/or inclusive practices in special education are encouraged to apply. The supervisor is willing to train interested students in qualifications for the position, if needed.

Supervisory Responsibilities:

N/A

Budget Responsibilities:

N/A

Public and Professional Activities Related to Job Performance:

Potential for working with school teams, writing for publication, and presenting at local or regional conferences.

Internal Contacts:

Sarah Wilkinson

External Contacts:

N/A

Graduate Assistantship Job Description

Knowledge, Skills, and Abilities:

- Basic knowledge of PBIS, school structures, and human behavior
- Proficiency or willingness to learn basic data analysis skills
- Proficiency with word processing (e.g., Word, Google Docs)
- Proficiency with spreadsheets (e.g., Excel, Google Sheets)
- Experiences with using library databases to search for peer-reviewed research
- Prior completion of or willingness to complete CITI training

Required Qualifications:

- Basic knowledge of PBIS
- Proficiency with word processing (e.g., Word, Google Docs)
- Proficiency with spreadsheets (e.g., Excel, Google Sheets)
- Experiences with using library databases to search for peer-reviewed research
- Prior completion of or willingness to complete CITI training
- Must not be a University of Maine System employee.

Preferred Qualifications:

- Prior experience working in K–12 school settings
- Basic knowledge of systematic reviews, single-case research design, and/or descriptive statistics

To Apply:

Submit your resume and cover letter via email to Sarah Wilkinson (sarah.wilkinson@maine.edu).