

Position Summary:**Title:** Graduate Assistant**Hours per Week:** 20 hours/week**Department:** Career and Employment Hub**Location:** Portland Gorham LAC Online/Distance*

**This position is based in the McGoldrick Career & Student Success Center on the USM Portland campus. The GA will be asked to establish a regular schedule for 20 hours/week between the hours of 8am and 4:30pm, Monday through Friday. Some remote hours may be possible per agreement with supervisor.*

Duration: Full Academic Year Fall Semester
 Summer Semester Spring Semester**Total Stipend:** \$11,250**Monthly Stipend:** \$1,250**Scholarship Amount:** \$6,000 (in-state) / \$6,000 (out-of-state)**Supervisor Name:** Allie Norton**Supervisor Email:** allison.norton@maine.edu**Supervisor Phone:** 207-780-4858**Position Details:****Statement of Job and Essential Functions:**

This GA role will join the Career Exploration Internship Program team in the USM Career & Employment Hub, reporting to the Internship Coordinator for Arts, Humanities, and Nonprofits. The team also includes an Internship Program Lead and one other GA. Together, this team of four runs USM's Career Exploration Internship Program. Learn more about the program here: <https://usm.maine.edu/career-employment-hub/career-exploration-program/>

Typical duties include:

- Direct support for current interns through monitoring the course Brightspace, tracking and responding to assignment submissions, reminding students about upcoming due dates and events, and checking in 1-1 with students.
- Support for the application, interview, and selection process for the next internship cycle.
- Event planning and support for the interns' orientation, final presentations, and Career Hub events throughout the semester.
- Marketing & communication around the internship program.
- Other duties as assigned.
- GA may have the option to explore additional skill-building and professional development in areas of interest related to internships and career development.

Supervisory Responsibilities:

N/A

Budget Responsibilities:

N/A

Public and Professional Activities Related to Job Performance:

N/A

Internal Contacts:

Allie Norton

Internship Coordinator for Arts, Humanities, and Non-profits

allison.norton@maine.edu

Phone: 207-780-4858

<https://usm.maine.edu/career-employment-hub/career-exploration-program/>

Portland, Maine

United States

External Contacts:

N/A

Knowledge, Skills, and Abilities:

N/A

Required Qualifications:

Must not be a University of Maine System employee.

Preferred Qualifications:

The ideal candidate for this position will:

- Have strong administrative and organizational skills
- Have excellent oral and written communication skills
- Comfort with offering student support and guidance
- Work collaboratively with students and the Career & Employment Hub team
- Be creative and demonstrate initiative in helping adapt and evolve the program to connect with USM students and their career development needs
- Be familiar with Google Suite
- Maintain student confidentiality
- Represent the office in a professional manner
- Allow for some scheduling flexibility to help support events (about once/month)
- Display knowledge of OR interest in internships and career development
- Bonus: Have some background OR interest in arts, humanities, and nonprofits

To Apply:

Submit your resume and cover letter via email to Allie Norton (allison.norton@maine.edu) by 8/16/2024. Applications will be accepted on a rolling basis until the position is filled.