

## Graduate Assistantship Job Description

### Position Summary:

**Title:** Graduate Assistant**Hours per Week:** 10 hours/week**Department:** Community Standards & Mediation - 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:** John O'Connor**Supervisor Email:** [john.roconnor@maine.edu](mailto:john.roconnor@maine.edu)**Supervisor Phone:** 207-780-5281

### Position Details:

**Statement of Job and Essential Functions:**

Provide administrative and programmatic support to the Community Standards and Mediation Department. Participate in mandatory conduct board trainings, becoming familiar with the Student Code of Conduct and Conduct Procedures, facilitate meetings with students accused of misconduct, serve on conduct hearing boards, and create educational opportunities for students under the supervision of the Director. Oversee the Restorative Campus Contribution sanctioning program and also contribute to department social media content development. Work with other Student Affairs departments to share information and knowledge.

**Supervisory Responsibilities:**

Communicate with student and staff members of the student conduct board and the UMS Coordinator of Student Conduct.

**Budget Responsibilities:**

N/A

**Public and Professional Activities Related to Job Performance:**

Participation in student conduct hearings with faculty, staff and students.

Facilitating one-on-one meetings with students.

Advising students as to their rights and responsibilities regarding the Student Conduct Code

**Internal Contacts:**

Residence Life and Housing staff, Orientation Staff

Dean of Students and graduate staff, Health and Counseling Services, Campus Police

**External Contacts:**

Software vendors

**Knowledge, Skills, and Abilities:**

Must be enrolled in coursework at the University of Southern Maine  
Work flexible hours including some evenings  
Self-motivated and able to work both autonomously as well as with a team  
Effective verbal and written communication skills  
Attention to detail  
Reliable  
Comfortable working with technology  
Proven problem solving skills  
Uphold USM conduct code, and all Student Activities policies  
Must maintain at least a 3.0 GPA

**Required Qualifications:**

Must be a degree-seeking student in a USM graduate program or Maine Law  
Good financial standing with the University  
Appreciation and commitment to diversity and inclusiveness  
Excellent interpersonal and communication skills  
Strong interpersonal and organizational skills  
Demonstrated ability to be self-motivated  
Must conduct oneself in a highly professional and ethical manner with attention to confidentiality  
Must not be a University of Maine System employee

**Preferred Qualifications:**

Proficiency with Google docs, Microsoft Excel, Microsoft Word, Brightspace; and knowledge of web page development and/or social media management is desirable

**To Apply:**

Submit your resume and cover letter via email to John O'Connor ([john.r.oconnor@maine.edu](mailto:john.r.oconnor@maine.edu)) by 7/12/2024.