

Graduate Assistantship Job Description

Position Summary:

Title: Graduate Assistant**Hours per Week:** 10 hours/week**Department:** Maine PBIS/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:

Maine PBIS is a collaboration between the University of Maine System and the Maine Department of Education that provides training and support for Positive Behavioral Interventions and Supports (PBIS) in over 70 schools across the state. The Graduate Assistant will provide administrative support for the Maine PBIS Team. The position's primary responsibilities will include coordinating communications, marketing, scheduling, as well as other related tasks as assigned.

Supervisory Responsibilities:

None

Budget Responsibilities:

None

Public and Professional Activities Related to Job Performance:

The Graduate Assistant will help to market events, share accomplishments via email and social media, and communicate with both Maine PBIS team members and educators across the state.

Internal Contacts:

The Graduate Assistant will report directly to Dr. Sarah Wilkinson in the Special Education Department. They may also collaborate with the administrative specialist in SEHD and Conference Services.

External Contacts:

The Graduate Assistant will be required to coordinate and communicate with team members in the UMaine System and Maine DOE, as well as educators involved in the Maine PBIS project.

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Knowledge, Skills, and Abilities:

- Comfort with Google Suite (i.e., Drive, Docs, Sheets, Forms, Calendar, Slides)
- Familiarity with creating and formatting graphics (e.g., Adobe, Canva)
- Comfort with email communications and posting on social media
- Strong professional skills (i.e., organization, clear communication, time management)

Required Qualifications:

- Current, degree seeking graduate student at USM with a minimum GPA of 3.0
- Must not be a University of Maine System employee

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Preferred Qualifications:

- Graduate student in education or a related field
- Experience or familiarity with PBIS
- Experience working with K–12 educators and/or students

To Apply:

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