



**UNIVERSITY OF
SOUTHERN MAINE**

Student Engagement & Leadership

Graduate Student Specialist Job Description

Position Summary:

Department: Student Engagement & Leadership

Title: Graduate Student Specialist – Student Leadership & Events

Hours per Week: 20

Location: Gorham Campus; Brooks Student Center

Full Academic Year: 2024-2025

Stipend Amount: Compensation is \$15,000 stipend to be paid monthly from September 2024-May 2025

Position Details:

Statement of Job and Essential Functions:

Provide necessary administrative and programmatic support for Student Engagement & Leadership. Reporting to the Coordinator of Student Engagement & Leadership, the Student Programming & Events Graduate Student Specialist will provide support during late night programming and events sponsored by the Student Engagement Office, CAB, and other Student Affairs Departments.

Supervisory Responsibilities:

- Co-Advise Student Staff Event Crew with the Assistant Director of Student Engagement & Leadership by organizing weekly event sign ups, scheduling for workers for programs and events, and meet regularly with crew
- Attend weekly Campus Activities Board events to offer assistance as needed
- Maintain accountability for CAB organization ensuring adherence to constitutional obligations.
- Plan, organize, schedule, and host up to 2 weekly late night (8pm - 10pm) programs and events

Budget Responsibilities:

N/A

Public & Professional Activities Related to Job Performance:

- Maintain a minimum of 10 office hours per week, 10 hours of late night programming, and maintain a visible presence in the Office of Student Engagement & Leadership.
- Coordinate and facilitate events within the Student Engagement & Leadership department
- Assist in booking performers, speakers, and guest for large scale events which includes working with vendors, agents and the University procurement office.

- Create and organize floor plans, shopping list, and other preparation tasks prior to programs and events.
- Manage all sound equipment, lighting systems/boards, staging, and pipe/drape set up and storage by taking regular inventory of items.
- Assist the Office of Student Engagement & Leadership Traditions such as Weeks of Welcome, Homecoming/Family & Friend Weekend, Husky Fest, Spring Fling Week, Senior Week, and other large campus-wide events.
- Facilitate effective and clear communication of programs and events with the Assistant Director of Student Engagement & Leadership
- Attend Traditions Committee meetings

Knowledge, Skills, and Abilities:

- Must be enrolled in coursework at the University of Southern Maine
- Work flexible hours including nights and weekends
- 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 full-time, degree-seeking student in a USM graduate program
- Must be enrolled in 6 graduate credits each semester of the position
- Maintain a GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
- Good financial standing with the University
- Appreciation and commitment to diversity and inclusiveness
- Excellent inter-personal and communication skills
- Strong interpersonal and organization skills
- Demonstrated ability to be self-motivated and to conduct oneself in a highly professional and ethical manner
- Proficiency with Microsoft Excel, Microsoft Word, Brightspace; knowledge of web page development is desirable
- Experience with developing programs and community building
- Must not be a University of Maine System employee

To Apply:

Submit your resume and cover letter via email to Christine O'Brian (christine.obrian@maine.edu).