



**UNIVERSITY OF
SOUTHERN MAINE**

Student Engagement & Leadership

Graduate Student Specialist Job Description

Position Summary:

Department: Student Engagement & Leadership

Title: Graduate Student Specialist – Portland 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 and Leadership, the Portland Graduate Student Specialist will provide support during programming and events sponsored by the Student Engagement Office, CSA, and other Student Affairs Departments.

Supervisory Responsibilities:

- Enhance student experience by offering a safe, friendly environment for organizing events within the campus community.
- Co-Supervise Student Staff Office Assistants with the Coordinator of Student Engagement & Leadership, including hiring, training, hour selection, and bi-weekly payroll submissions.
- Serve as a primary contact for students who have questions regarding engagement opportunities
- Plan, organize, schedule, and host up to 2 weekly programs and events

Budget Responsibilities:

N/A

Public & Professional Activities Related to Job Performance:

- Maintain a minimum of 20 office hours per week and maintain a regular, visible presence in the Office of Student Engagement & Leadership.
- Assist in management and updating Campus Groups for all University events

- Oversee and update Student Engagement & Leadership event calendar, Student Affairs programmatic calendar and the University event calendar.
- Coordinate and facilitate events within the Student Engagement & Leadership department (splitting the student engagement programming load with the Coordinator)
- Assist the Office of Student Engagement & Leadership Traditions such as Weeks of Welcome, Homecoming/Family & Friend Weekend, Husky Fest, Greek Week, Spring Fling Week, Senior Week, and other large campus-wide events.
- Facilitate effective and clear communication of programs and events with the Coordinator of Student Engagement & Leadership

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 interpersonal and communication skills
- Strong interpersonal and organizational 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).