

Graduate Assistantship Job Description

Position Summary:**Title:** Graduate Assistant**Hours per Week:** 20 hours/week**Department:** Dean of Students Office**Location:** Portland Gorham LAC Online/Distance**Duration:** Full Academic Year Fall Semester Summer Semester Spring Semester**Total Stipend:** \$15,000**Monthly Stipend:** \$1,666***Scholarship Amount:** \$0 (in-state) / \$0 (out-of-state)

*Stipend will total \$15,000 spread across 9 months, from September 2024 to May 2025.

Supervisor Name: Rodney Mondor**Supervisor Email:** rmondor@maine.edu**Supervisor Phone:** 207-780-4488**Position Details:****Statement of Job and Essential Functions:**

GA for Early Intervention Coordination - This GA will focus on the coordination of early intervention in response to Progress Report submissions by faculty. GA will be responsible for deploying Navigate polls, encouraging faculty to submit Progress Reports, and marketing other Navigate tools to students, faculty, and staff. In conjunction with the Dean of Students Office and the Learning Commons, the GA will coordinate outreach and interventions for students in gateway courses, connecting each student with personalized guidance, support, and referrals to campus services based upon the nature of the information obtained via Navigate. The GA will serve on our institutional Navigate Leadership Team.

Supervisory Responsibilities:

N/A

Budget Responsibilities:

N/A

Public and Professional Activities Related to Job Performance:

- Assist with the resolution and prevention of both academic and non-academic concerns.
- Collaborate and establish partnerships with designated university departments to promote awareness, and educate the campus community on subject matters within the assigned unit.
- Respond to walk-ins and phone calls related to student issues.
- Obtain and review updates on students and facilitate the flow of information between appropriate offices.
- Assist students in making use of University and/or community resources and services.
- Provide one-on-one consultation with students seeking guidance and resolving educational and personal challenges as assigned.
- Coordinate and implement recommendations provided by the Dean of Students team regarding students.

Graduate Assistantship Job Description

- Coordinate follow-up and tracking of students to monitor progress and ensure compliance with recommendations; maintains confidential student records.
- Completes documentation and maintains record-keeping of student cases in an electronic database
- Assist in collection of assessment data; preparing reports and presentations on the student of concern process.
- Document student contacts and assist in the record-keeping process for students of concern, including the electronic database system.
- Follow up on cases, monitoring progress through resolution.
- Assist in preparation of weekly, monthly, and annual reports of services.
- Assist in reviewing and developing policies, procedures, and training to support the successful operations of the DOS Office.
- Assist with assessing outcomes and develop strategies for improving services, programs, facilities, and communication.

Internal Contacts:

The Learning Commons; Counseling Services; Health Services; Adult Student Success Coach (for Adult Learners); potentially others depending on the support each student requires.

External Contacts:

Potentially connecting with our contact at EAB Navigate. We do not anticipate other external contacts will be necessary at this time.

Knowledge, Skills, and Abilities:

- Oral/Written Communication
- Teamwork/Collaboration
- Research Skills
- Use of Digital Technology
- Critical Thinking/Problem Solving
- Professionalism
- Data Analysis

Required Qualifications:

Must demonstrate excellent interpersonal skills in the following areas:

- Empathy/compassion and understanding of young adult development
- Communication - to students, staff, partner organizations
- Problem-solving/advocacy/education

Further requirements include:

- Appreciation and commitment to diversity & inclusiveness, and an understanding of how different life experiences/circumstances may impact students' education in complex ways
- Must not be a University of Maine System employee

Preferred Qualifications:

N/A

To Apply:

Submit your resume and cover letter via email to Margaret O'Hare (margaret.ohare@maine.edu) by 7/31/2024.