

Graduate Assistantship Job Description

Position Summary:**Title:** Graduate Assistant**Hours per Week:** 20 hours/week**Department:** Student Engagement and Leadership**Location:** Portland Gorham LAC Online/Distance**Duration:** Full Academic Year Fall Semester
 Summer Semester Spring Semester**Total Stipend:** \$15,000**Monthly Stipend:** \$1,660.00**Scholarship Amount:** \$0 (in-state) / \$0 (out-of-state)**Supervisor Name:** Christine O'Brian**Supervisor Email:** christine.obrian@maine.edu**Supervisor Phone:** 207-780-5624**Position Details:****Statement of Job and Essential Functions:**

The Gorham Graduate Assistant for Student Engagement and Leadership will provide necessary administrative and programmatic support for Student Engagement & Leadership. Reporting to the Assistant Director of Student Engagement & Leadership, the Student Programming & Events Graduate Assistant 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

Budget Responsibilities:

None

Public and 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.

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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

Internal Contacts:

Student Affairs, Academic Departments

External Contacts:

Potential vendors for events

Knowledge, Skills, and Abilities:

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

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 assistantship

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

Preferred Qualifications:

Strong communication skills, organization, and time management

To Apply:

Submit your resume and cover letter via email to Christine O'Brian (christine.obrian@maine.edu) by 8/5/2024.