

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 Traditions and Marketing Graduate Assistant will provide support for the traditional event planning of the Student Engagement and Leadership Office. The primary focus will be on planning and implementing large scale events for the entire University (resident, commuter, and online students) during the traditional events that SEAL hosts during the academic year. This includes, but is not limited to, attending regular Traditions meeting, updating calendars, developing marketing materials, and other tasks as needed.

Supervisory Responsibilities:

None

Budget Responsibilities:

None

Public and Professional Activities Related to Job Performance:

Participate in the planning and implementation of all traditions hosted by the Student Engagement and Leadership office

Assist the Assistant Director of Student Engagement and Leadership with connecting and collaborating with other departments at USM specifically for traditional events

Develop tools and methods for collecting data such as surveys, opinion polls or questionnaires through Google Suite and/or Campus Groups

Track and analyze engagement levels on SEAL social media platforms to identify students' interests

Assist with the application CampusGroups and help manage the application.

Internal Contacts:

Student Affairs, Academic Departments, Sodexo, Conferences

External Contacts:

none

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 and social media (Instagram, Husky Hub, etc)

Open to learning different softwares

Proficiency with Microsoft Excel, Microsoft Word, Brightspace; knowledge of web page development is desirable

Proven problem solving skills

Uphold USM conduct code, and all S.E.A.L. 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 interpersonal and communication skills

Strong 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

Preferred Qualifications:

Strong communication, time management, and organizational skills

To Apply:

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