

**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**Scholarship Amount:** \$0 (in-state) / \$0 (out-of-state)**Supervisor Name:** Brandon Rogers-Reed**Supervisor Email:** [brandon.reed@maine.edu](mailto:brandon.reed@maine.edu)**Supervisor Phone:** 206-780-4413**Position Details:****Statement of Job and Essential Functions:**

The Portland Graduate Assistant for Student Engagement and Leadership will provide necessary administrative and programmatic support for Student Engagement & Leadership. Reporting to the Coordinator of Student Engagement and Leadership, the Portland Graduate Assistant will provide support during programming and events sponsored by the Student Engagement Office, CSA, and other Student Affairs Departments, while also responsible for planning a minimum of two (2) weekly programs on the Portland Campus for students.

**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

**Budget Responsibilities:**

None

**Public and 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.

## Graduate Assistantship Job Description

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

**Internal Contacts:**

Student Affairs, Student Government Association

**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

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 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

**Preferred Qualifications:**

N/A

**To Apply:**

Submit your resume and cover letter via email to Brandon Rogers-Reed ([brandon.reed@maine.edu](mailto:brandon.reed@maine.edu)) by 8/5/2024.