

Position Summary:

Title: Graduate Assistant

Hours per Week: 10 hours/week

Department: Teacher Education

Location:

Portland Gorham LAC Online/Distance

Duration:

Full Academic Year Fall Semester
 Summer Semester Spring Semester

Total Stipend: \$2,500

Monthly Stipend: \$500

Scholarship Amount: \$1,500 (in-state) / \$2,500 (out-of-state)

Supervisor Name: Flynn Ross

Supervisor Email: flynn.ross@maine.edu

Supervisor Phone: 207-780-5768

Position Details:

Statement of Job and Essential Functions:

The Graduate Assistant for USM's Center for Teaching Innovation will work in person 10 hours a week in the Center on the third floor of Bailey Hall, Gorham campus. While there, the GA will build a welcoming space by creating and updating bulletin boards, hosting gathering and networking events, monitoring social media accounts, coordinating with the Educators of Tomorrow! Club, and tracking and managing the Center's makerspace materials.

Supervisory Responsibilities:

None

Budget Responsibilities:

None

Public and Professional Activities Related to Job Performance:

Activities include marketing events, greeting and welcoming students to the center, and possibly leadership of and public speaking at events if desired.

Internal Contacts:

Will be required to coordinate with student support services, including student clubs, Dean of Students, faculty advisors, and others involved in student retention efforts.

External Contacts:

May also be required to coordinate with local educators or others involved in Center events.

Graduate Assistantship Job Description

Knowledge, Skills, and Abilities:

Comfort with Google suite tools (docs, sheets, slides, calendar, etc.) and graphic design for posters and event marketing materials (Adobe, Canva, etc.), as well as a strong professional work ethic (punctual, organized, exhibits proactive communication, takes initiative, and demonstrates capacity for management). Must be compassionate and people oriented.

Required Qualifications:

Current, degree-seeking graduate student at USM
Must not be a University of Maine System employee.

Preferred Qualifications:

Graduate student in education or related field; enrolled in ETEP or similar teacher credentialing program; experience working in K-12 schools or youth organizations.

To Apply:

Submit your resume and cover letter via email to Flynn Ross (flynn.ross@maine.edu).