

Graduate Assistantship Job Description

Position Summary:

Title: Graduate Assistant

Hours per Week: 20 hours/week

Department: Military Affiliated Student Hub

Location:

☒ Portland

☒ Gorham

☐ LAC

☐ Online/Distance

Duration:

☐ Full Academic Year

☐ Fall Semester

☒ Summer Semester

☒ Spring Semester

Total Stipend: \$3,000

Monthly Stipend: \$1,000 (April-June)

Scholarship Amount: \$3,000 (in-state) / \$5,000 (out-of-state)

Supervisor Name: Lorrie Spaulding

Supervisor Email: lorraine.spaulding@maine.edu

Supervisor Phone: 207-780-5232

Position Details:

Statement of Job and Essential Functions:

The Team Leader manages the Veterans Navigator Program at USM. This includes developing on- and off-campus resources, supporting Peer Navigators, and monitoring program activities.

Roles and Responsibilities:

- Recruit and train new Peer Navigators.
- Review online reporting notes of Peer Navigators and provide feedback and additional resources.
- Identify resources at USM, the VA, and other community resources for student veterans and Peer Navigators.
- Develop and facilitate training for the Peer Navigators
- Hold monthly meetings with Peer Navigators
- Relay pertinent information to the appropriate university staff
- Manage and run the Brightspace course page
- Co-facilitate campus training sessions and meetings
- Make a minimum commitment of two semesters
- Dedicate approximately 8-10 hours weekly to program activities
- Be available to communicate and meet two weeks before the start of the starting semester

Supervisory Responsibilities:

6-8 peer navigators

Budget Responsibilities:

n/a

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Public and Professional Activities Related to Job Performance:

Attend community outreach events, develop training opportunities for peer navigators, create partnerships with internal and external partners

Internal Contacts:

Applicable departments

External Contacts:

Applicable agencies

Knowledge, Skills, and Abilities:

- **Communication:** You need to be able to clearly and concisely communicate goals, tasks, and other organizational needs to your team.
- **Honesty:** You need to be able to earn your team's trust and be transparent about your actions and decisions.
- **Relationship building:** You need to be able to establish and maintain positive and respectful relationships with your team members and other stakeholders.
- **Decisiveness:** You need to be able to make timely and effective decisions that benefit the team and the organization.
- **Innovation:** You need to be able to encourage and support creative and innovative ideas from your team and yourself.
- **Responsibility:** You need to be able to take ownership of your role and the outcomes of your team, and hold yourself and others accountable.
- **Motivation:** You need to be able to inspire and motivate your team to perform at their best and achieve the desired goals.

Required Qualifications:

Must be a matriculated student at USM who is:

- Enrolled in at least 6 credits for the Spring 2025 semester AND
- Enrolled in at least 3 credits during the Summer 2025 semester and/or continuing at least 3 credits in the Fall 2025 semester

Must not be a University of Maine System employee.

Preferred Qualifications:

Previous experience as a peer mentor, team leader, other relevant experience

To Apply:

Submit your resume and cover letter via email to Lorrie Spaulding (lorraine.spaulding@maine.edu) as soon as possible. Applications will be reviewed on a rolling basis.