

Graduate Assistantship Job Description

Position Summary:

Title: Graduate Assistant

Hours per Week: 20 hours/week

Department: Career & Employment Hub

Location:

☒ Portland

☐ Gorham

☐ LAC

☐ Online/Distance

Duration:

☒ Full Academic Year

☐ Fall Semester

☐ Summer Semester

☐ Spring Semester

Total Stipend: \$13,500

Monthly Stipend: \$1,500

Scholarship Amount: \$7,500 (in-state) / \$7,500 (out-of-state)

Supervisor Name: Norrie Crocker

Supervisor Email: ncrocker@maine.edu

Supervisor Phone: 207-228-8272

Position Details:

Statement of Job and Essential Functions:

Peer Career Guide (PCG) - Multiple Positions Available

Peer Career Guide Program Overview

Peer Career Guides (PCGs) are students who are trained to guide their student peers through the resume and cover letter creation process. In addition, they play a valuable role in supporting the many activities provided by the Career & Employment Hub (The Hub). Through their work PCGs will reinforce the knowledge, skills, and resources offered by The Hub.

Benefits of Being a Peer Career Guide

PCGs will benefit by gaining knowledge and skills proficiency in all aspects of the job search process. You will have the opportunity to hone your own resume and cover letters; gain networking, and interviewing skills, as well as transferable skills such as communications, problem-solving, teamwork, initiative, leadership, and responsibility. A major element of the work at The Hub involves communicating with university staff and faculty as well as external community partners and employers. PCGs will also have the rewarding experience of supporting the development of other students.

The Career & Employment Hub is committed to building a culturally diverse team of Peer Career Guides. We welcome applicants who are multilingual and strongly encourage women, minorities, individuals with disabilities, and veterans to apply.

Supervisory Responsibilities:

N/A

Budget Responsibilities:

N/A

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Public and Professional Activities Related to Job Performance:

N/A

Internal Contacts:

Norrie Crocker / ncrocker@maine.edu

External Contacts:

N/A

Knowledge, Skills, and Abilities:

Preferred Experience, Knowledge, Skills, and Abilities

- A willing and enthusiastic learner
- Ability to receive in-depth training and apply newly obtained knowledge in a practical setting
- Strong interest in resumes, cover letters, and other topics related to career exploration and development
- Excellent communication skills, including the ability to provide effective and constructive feedback
- Ability to work independently and as part of a team
- Strong organizational and interpersonal skills
- Speakers of languages other than English are encouraged to apply
- Ability to actively listen to and support students with diverse academic and professional interests, as well as from diverse ethnic, cultural, religious, and socioeconomic backgrounds
- Experience with or ability to learn Google Suite programs (i.e. Google Docs, Sheets, Slides, Forms, etc.)
- Experience with Zoom

Required Qualifications:

Must not be a University of Maine System employee.

Preferred Qualifications:

N/A

To Apply:

Submit your resume and cover letter via email to Norrie Crocker (ncrocker@maine.edu).