

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: \$6,000

Monthly Stipend: \$1,500

Scholarship Amount: \$3,750 (in-state) / \$3,750 (out-of-state)

Supervisor Name: Lindsey Freeman

Supervisor Email: lindsey.w.freeman@maine.edu

Supervisor Phone: 2072288268

Position Details:

Statement of Job and Essential Functions:

Summer 2025 GA - Career Exploration Internship Program

This GA role will join the Career Exploration Internship Program team in the USM Career & Employment Hub, reporting to the Internship Program Manager. The team also includes an Internship Coordinator and two other GAs. Together, this team of four runs USM's Career Exploration Internship Program. Learn more about the program here: <https://usm.maine.edu/career-and-employment-hub/career-exploration-program>

Duties include:

- Direct support for current interns through monitoring the course Brightspace, tracking and responding to assignment submissions, reminding students about upcoming due dates and events, and checking in 1-1 with students.
- Support for the application, interview, and selection process for the next internship cycle.
- Event planning and support for the interns' orientation, final presentations, and Career Hub events throughout the semester.
- Marketing & communication around the internship program.
- Other duties as assigned.
- GA will have the option to explore additional skillbuilding and professional development in areas of interest related to internships and career development.

Supervisory Responsibilities:

n/a

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Budget Responsibilities:

n/a

Public and Professional Activities Related to Job Performance:

Represent the Career Exploration Internship Program at in person events:

SUMMER 2025 - Required In Person Events

- May 16th, 8am-noon: Intern orientation
- August 18th, 3-6pm: Intern final presentations

Internal Contacts:

- Career & Employment Hub team
- USM students

External Contacts:

n/a

Knowledge, Skills, and Abilities:

n/a

Required Qualifications:

The ideal candidate for this position will:

- Have strong administrative and organizational skills
- Have excellent oral and written communication skills
- Be comfortable offering student support and guidance
- Work collaboratively with students and the Career & Employment Hub team
- Be creative and demonstrate initiative in helping adapt and evolve the program to connect with USM students and their career development needs
- Be familiar with Google Suite
- Maintain student confidentiality
- Represent the office in a professional manner
- Allow for some scheduling flexibility to help support events, including some evening hours
- Display knowledge of OR interest in internships, career development, and student support
- Must not be a University of Maine System employee.

Preferred Qualifications:

n/a

To Apply:

Submit your resume and cover letter via email to Lindsey Freeman (lindsey.w.freeman@maine.edu).