

Graduate Assistantship Job Description

Position Summary:

Title: Graduate Community Assistant

Hours per Week: 20 hours/week

Department: Residential Life

Location:

☒ Portland

☒ Gorham

☐ LAC

☐ Online/Distance

Duration:

☒ Full Academic Year*

☐ Fall Semester

☐ Summer Semester

☐ Spring Semester

*Preference to full calendar year candidates

Total Stipend: \$4,500

Monthly Stipend: \$500

Scholarship Amount: \$6,000 (in-state) / \$10,000 (out-of-state)

Supervisor Name: Resident Director of Portland Commons

Current Contact: Kelley Girouard

Supervisor Email: kelley.brague@maine.edu

Supervisor Phone: 207-780-5240

Position Details:

Statement of Job and Essential Functions:

The Graduate Community Assistant (GCA) role is designed to support our residential student population by serving as a live-on resource, participate in on-call support for Portland Commons or Gorham campus in collaboration with the Resident Directors, and creating and facilitating programs and events for the residential student populations. In addition, GCAs do 10 hours a week during academic periods with a programmatic focus department creating developmentally appropriate supports, and participating in the on-call rotation.

Residential Life Responsibilities:

- Duty Support (all calendar year, including breaks and holidays)
 - Serve in an on-call rotation with 4-5 other staff members to provide the building(s) with nightly professional staff duty coverage. Respond to student staff calls, problem solve, interface with students, and collaborate with the administrator on call as needed.
 - Serve in an on-call rotation during breaks and holidays beyond the academic calendar duties for additional compensation. These breaks include, but are not limited to: Summer break, Fall break, Winter break, Spring break, etc.
- Community Assistant Role
 - Individually connect with residents to provide support and guidance.
 - Post physical resources on assigned residential floor(s) in accordance with the Learning Initiatives.

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- Staff Participation
 - Attend and participate in weekly professional staff meetings, update meetings, building staff meetings, and one to one supervision meetings.
 - Attend trainings as needed, with focus times being June, August, and early January.
- Educational Programming
 - Design, advertise, facilitate, and assess programs specifically designed for designated student populations.
- Content Development
 - Collaborate with the Executive Director, Associate Director, Assistant Director, Resident Directors, and other Graduate Community Assistants to create programming and bulletin board content for the Resident Assistant student staff.
- Data Reporting
 - Assemble monthly reports of programs happening in our upper-class and first-year communities from proposal and evaluation forms and distribute the reports to Resident Directors.

Knowledge, Skills, and Abilities:

The ideal candidate for this position will:

- Display knowledge of or have interest in student development and support
- Have strong administrative and organizational skills
- Possess excellent oral and written communication skills
- Work collaboratively with students and other staff members
- Be creative and demonstrate initiative in helping adapt and evolve the ways in which we serve our graduate and law student populations
- Be familiar with Google Suite
- Maintain student confidentiality
- Represent their departments in a professional manner
- Have the flexibility for daytime, evening and weekend hours as determined with supervisors.

Required Qualifications:

- Maintain a minimum GPA of 3.0
- Enroll in at least 6 graduate credits or more during each semester of GA employment
- Be matriculated in a graduate degree program at USM (students in certificate-only programs are not eligible)
- Remain in good academic standing and be making acceptable progress towards their degree
- Must not be a University of Maine System employee

To Apply:

Submit your resume and cover letter via email to Resident Director of Portland Commons (kelly.brague@maine.edu).