

Graduate Assistantship Job Description**Position Summary:****Title:** Graduate Assistant**Hours per Week:** 20 hours/week**Department:** University Counseling Services**Location:** Portland Gorham LAC Online/Distance**Duration:** Full Academic Year Fall Semester Summer Semester Spring Semester**Total Stipend:** \$5,000**Monthly Stipend:** \$1,000**Spring Semester Scholarship Amount:** \$3,000 (in-state) / \$5,000 (out-of-state)**Supervisor Name:** Diane Geyer, Training Director**Supervisor Email:** diane.geyer@maine.edu**Supervisor Phone:** 207-780-4050**Position Details:****Statement of Job and Essential Functions:**

- I. Title: Graduate Assistant: Substance Use Prevention and Mental Health
 - Assignment: University Counseling Services
 - Division: SUL
 - Department: University Health and Counseling
 - Location: 125 Upton Hall, Gorham Campus
 - Schedule: Flexible 20 hours a week, September- May
 - Reports to: Training Director
 - Coordinates with: Office of Student Conduct, Dean of Students, ACT team, Health staff, Disability Service Center, Gorham Student Life, USM Counseling Services, Student Success, The ROCC and Campus Safety Project.
- II. Purpose:

Coordinate educational outreach focused on Substance Use Prevention and Mental Health. Facilitate the BASICS program (Brief Alcohol Screening and Intervention for College Students). Assist the Director of Training in substance use prevention and services on the Gorham and Portland campuses.
- III. Key Functions:

Assists the Director of Training, responsibilities will include, but not be limited to, the following:

 1. Facilitate BASICS Program
 2. Marketing and promotion of substance use and mental health education, prevention, programming and services.
 3. Creates and implements substance use programming on the Portland and Gorham campuses.
 4. Attend counseling staff meetings, didactic training, committees and work groups as assigned.
 5. Collaborates with the Portland/Gorham Health and Counseling Center staff, Dean of Students Office, Office of Community Standards, Residential Life and others as necessary.

Graduate Assistantship Job Description

- IV. Supervision Received:
The Training Director
1. Weekly one-on-one supervision meetings.
 2. A performance evaluation will be conducted by the Training Director each semester.
- V. Standards:
1. Demonstrates regard for students as individuals.
 2. Practices commitment to student development and co-curricular education.
 3. Maintains good time management and organizational skills.
 4. Possess the ability and willingness to work flexible hours including nights and weekends.
 5. Works collaboratively with faculty and staff to achieve the goals of USM Student Life.
 6. Possess self-motivation and the ability to work autonomously as well as with a team.
 7. Communicates verbally and in writing in a manner that is clear, effective, and timely.

Supervisory Responsibilities:

NONE

Budget Responsibilities:

NONE

Public and Professional Activities Related to Job Performance:

May be involved in Substance Use Prevention Committees and coordinate student support services with Master Level Interns and other Graduate Assistants.

Internal Contacts:

Office of Student Conduct, Dean of Students, ACT team, Health staff, Disability Service Center, Gorham Student Life, USM Counseling Services, Student Success, The ROCC and Campus Safety Project.

External Contacts:

As assigned

Knowledge, Skills, and Abilities:

- Knowledge of Substance Use Prevention, Co-occurring substance use and mental health conditions.
- Empathy, non judgmental and active listening skills. Basic Motivational Interviewing skills.
- Proficient in Microsoft Publisher and excel to create informational pamphlets and documents.
- Writing and research skills to create informative substance use/mental health monthly newsletters and instagram posts for students.
- Ability to track data- monthly report of provided services.
- Collaborative with Counseling Team.

Required Qualifications:

This GA assistantship generally appeals to students in Nursing, Social Work, and Clinical Mental Health. Must not be a University of Maine System employee.

Preferred Qualifications:

Clinical experience working with individuals with substance use, and mental health.

To Apply:

Submit your resume and cover letter via email to Diane Geyer, Training Director (diane.geyer@maine.edu).