

**Position Summary:****Title:** Graduate Aide**Hours per Week:** 10 hours/week**Department:** Exercise Health and Sport Sciences**Location:** Portland Gorham LAC Online/Distance**Duration:** Full Academic Year Fall Semester Summer Semester Spring Semester (January - May)**Total Stipend:** \$2,500**Monthly Stipend:** \$500*Graduate Aide positions are stipend-only and do not come with a scholarship.***Supervisor Name:** Dominique Ross**Supervisor Email:** [Dominique.ross@maine.edu](mailto:Dominique.ross@maine.edu)**Supervisor Phone:** (207) 780-5646**Position Details:****Statement of Job and Essential Functions:**

The Graduate Aide for the Athletic Training Program will assist the Program Director with creating and updating recruitment materials, monitoring social media accounts, communicating with prospective students, creating a monthly newsletter, managing and tracking athletic training supplies and inventory, basic lab maintenance, and serving as a student liaison between the Program and our Professional Organizations.

**Supervisory Responsibilities:**

none

**Budget Responsibilities:**

none

**Public and Professional Activities Related to Job Performance:**

Activities include marketing, recruitment, and communicating with professional organizations such as the MATA, EATA, and NATA .

**Internal Contacts:**

Will communicate with EHSS Department Faculty, Dean's Office, Current Students, and others involved with the Athletic Training Program.

**External Contacts:**

Program Alumni, Prospective Students, Athletic Training Leadership, Community Partners, Vendors.

## Graduate Aide Job Description

**Knowledge, Skills, and Abilities:**

Ability to effectively use Google suite tools or comparable programs, create marketing materials, proficient written communication skills, ability to identify and inventory athletic training related equipment, strong work ethic, and professional communication.

**Required Qualifications:**

- Familiarity with the Athletic Training Profession and related equipment
- Current degree-seeking graduate student at USM
- Enrolled in at least six graduate credits per semester (Fall and Spring)
- Has Graduate Federal Work-Study eligibility as part of financial aid package
- Must not be a University of Maine System employee

**Preferred Qualifications:**

N/A

**To Apply:**

Submit your resume and cover letter via email to Dominique Ross ([Dominique.ross@maine.edu](mailto:Dominique.ross@maine.edu)).