I. **Title:** Graduate Assistant for Commuter Student Engagement  
**Assignment:** Office of Student Activities  
**Division:** Student Affairs  
**Department:** Student Activities  
**Location:** 134 Woodbury Campus Center  
**Schedule:** 20hr Flexible Aug-May (Academic Year)  
**Organizational Relationships:**  
- **Reports to:** Coordinator of Student Activities & Greek Life  
- **Coordinates with:** Executive Team Leader, Director of Student Life, Assistant Director of Student Life, Dean of Students, Program Managers, Staff Associate, Student Groups and Residential Life Staff.

II. **Purpose:**

Provide necessary administrative and programmatic support for Student Activities & Greek Life.

III. **Key Functions (% Priority Weight):**

- **Supervisory Responsibilities (50%)**
  - Supervise Student Activities iPeer Team members.  
    - Recruit iPeer team members to serve as peer support for commuters, engaging them in campus events.  
    - Maintain all necessary documentation and assessment records for iPeer team members and program.  
    - Accountable for iPeer Team members ensuring staff are fulfilling all necessary duties.  
    - Serve as mediator for staff conflict in the event that any arise.
  - Co-Advise the Portland Events Board with the Coordinator of Student Activities  
    - Provide insight on weekly programming activities  
    - Maintain organizational accountability for organization ensuring adherence to constitutional obligations.  
    - Facilitate effective and clear communication of events with Department of Student Activities.  

- **Programming Responsibilities (25%)**
  - Coordinate and facilitate major programs with the Coordinator of Student Activities & Greek Life on the Portland Campus.  
  - Assist Student Activities with Welcome Weekend, Fall Fest, and other large campus-wide events.  
  - Serve as a Co-Chair on one standing committee.

- **Administrative Responsibilities (25%)**
  - Maintain a minimum of five office hours per week and maintain a regular, visible presence in the Student Activities Office.  
  - Develop a monthly calendar (digital) of campus wide events.  
  - Support the Coordinator of Student Activities in the facilitation of campus wide programs.  
  - Attend Student Activities Staff Meetings.  
    - Serve as a primary contact for students who have questions about Student Activities.

II. **Supervision Received:**

Receives direct supervision from the Coordinator of Student Activities, and the Dean of Students.
III. Qualifications:

1. Must be enrolled in coursework at the University of Southern Maine
2. Work flexible hours including nights and weekends.
3. Self-motivated and able to work both autonomously as well as with a team.
4. Effective verbal and written communication skills.
5. Attention to detail.
6. Reliable.
7. Comfortable working with technology.
8. Proven problem solving skills.
9. Uphold USM conduct code, and all Student Activities policies
10. Must maintain at least a 3.0 GPA

IV. Remuneration:

This is an academic year position (August-May), and approximately 20 hours a week. Compensation includes $9,000 throughout the duration of employment. Compensation can be used in the form of tuition waiver or direct payments. With option to start 1 month early for additional compensation.

V. Employment Statement:

The above statements are intended to describe the general nature and level of work being performed by individual assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

As a representative of USM Student Activities, you are expected to be a role model, exhibiting appropriate behavior both before and after selection. Violations of the University Conduct Code may either prevent your selection or terminate your position as a Graduate Assistant for Portland Campus Student Activities.

Interested in applying for this Position? Please send a Resume and Cover Letter to Dan Welter at Dwelter@usm.maine.edu.

Want to know more, you can reach out to Dan Welter:
E-mail: Dwelter@usm.maine.edu
Phone: (207) 780 5081