Graduate Assistant Job Description

**Position Summary:**

**Title:** Graduate Assistant  
**Hours per Week:** 20 hours/week  
**Department:** Career & Employment Hub Internship Program

**Location:**

- [X] Portland  
- [ ] Gorham  
- [ ] LAC  
- [ ] Online/Distance

**Duration:**

- [ ] Full Academic Year  
- [ ] Fall Semester  
- [X] Spring Semester  
- [ ] Summer Semester

**Total Stipend:** $4,000  
**Monthly Stipend:** $1,000  
**Scholarship Amount:** $3,000 (in-state) / $3,000 (out-of-state)

**Supervisor Name:** Lindsey Freeman  
**Supervisor E-Mail:** lindsey.w.freeman@maine.edu  
**Supervisor Phone:** 207-228-8268

**Position Details:**

**Statement of Job and Essential Functions:**

The GA will assist the Career & Employment Hub Internship Coordinator with the operation of the Career Exploration Internship Program. Learn more about the program here: https://usm.maine.edu/career-and-employment-hub/career-exploration-program

**Typical 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.
- Support for the application, interview, and selection process for the next internship cycle.
- Event planning and support for the interns' final presentations and Career Hub events throughout the semester.
- Marketing & communication around the internship program, including the development of print and digital materials.
- Updating and maintaining the webpages for the Career Exploration Program and Food Studies Internship Program.
- Developing student intern success stories and testimonials.
- Administering the SkillSurvey career readiness evaluations for current interns & host sites.
- Other duties as assigned.
- Optional: GA may have the option to explore additional skillbuilding and professional development in areas of interest related to internships.
Graduate Assistant Job Description

Supervisory Responsibilities:
N/A

Budget Responsibilities:
N/A

Knowledge, Skills, and Abilities:
The ideal candidate for this position will:

• Have strong administrative and organizational skills
• Have excellent oral and written communication skills
• 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 occasional evening hours (no more than 1-2 evenings per semester)
• Display knowledge of OR interest in career development and internships

Required Qualifications:
Must be enrolled in at least six credits for the Spring 2023 semester.

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