### Position Summary:

**Title:** Graduate Assistant  
**Department:** Engineering and Education  
**Hours per Week:** 10 hours/week  
**Location:**
- Portland  
- Gorham  
- LAC  
- Online/Distance  
**Duration:**
- Full Academic Year  
- Fall Semester  
- Spring Semester  
- Summer Semester  
**Total Stipend:** $4,500  
**Monthly Stipend:** $500  
**Scholarship Amount:** $4,500 (in-state) / $4,500 (out-of-state)

**Supervisor Name:** Scott Eaton  
**Supervisor E-Mail:** scott.eaton@maine.edu  
**Supervisor Phone:** 207-780-5785

### Position Details:

**Statement of Job and Essential Functions:**
The graduate assistant will work collaboratively with faculty within the Departments of Engineering and Teacher Education to develop, implement and assess science, engineering, technology and mathematics (STEM) educational programming and outreach activities to K-12 teachers and students across Maine. This graduate assistantship is funded by NASA through the Maine Space Grant Consortium as part of a multi-year project to promote space science and engineering while building career awareness and training capacity.

The graduate assistant will principally support the execution and assessment of a K-12 cube satellite (CubeSat) K-12 design competition. Possible tasks include, but are not limited to 1) development of online educational content, 2) organize and disseminate communications with participant teams, 3) gather and analyze educational assessment data, 4) assist in the development of recruitment and marketing materials and 5) participate in the organization of public events including awards ceremonies and high altitude ballooning flights.

**Supervisory Responsibilities:**
N/A

**Budget Responsibilities:**
Work with faculty and participants to complete purchase requests in support of program needs.  
Assist in the preparation of program expense projections and reports as necessary.
Graduate Assistant Job Description

Public and Professional Activities Related to Job Performance:
Serve as an initial point of contact for K-12 participants and coordinate internal response to address challenges.
Conduct site visits to participant locations in support of educational objectives as necessary.
Participate in virtual, and in-person, educational events involving media as necessary.

Internal Contacts:
Faculty within the departments of engineering and teacher education

External Contacts:
N/A

Knowledge, Skills, and Abilities:
Strong oral and written communication skills
Interest in STEM K-12 education
Strong professional work ethic
Proficient with Excel or similar spreadsheet tools

Required Qualifications:
Current degree-seeking graduate student at USM

Preferred Qualifications:
Graduate student in education or a science program
Experience working with K-12 schools or similar age-group programs

To Apply:
Submit your resume and cover letter via email to Scott Eaton (scott.eaton@maine.edu).