Position Summary:

Title: Graduate Assistant

Hours per Week: 10 hours/week

Department: Educational Leadership & Adult and Higher Education

Location:
- Portland
- Gorham
- LAC
- Online/Distance

Duration:
- Full Academic Year
- Fall Semester
- Spring Semester
- Summer Semester

Total Stipend: 4500

Monthly Stipend: 500

Scholarship Amount: 3000 (in-state) / 5000 (out-of-state)

Supervisor Name: Angela Atkinson Duina
Supervisor E-Mail: angela.atkinsonduina@maine.edu
Supervisor Phone: 2077805338

Position Details:

Statement of Job and Essential Functions:
The focus of this position will be serving as a teaching assistant in various courses that are part of the Educational Leadership program, as a course site reviewer / developer and as a facilitator / support in online discussions.
This position will also support research activities as time allows including: transcription, data preparation, data analysis, and editing.
Key duties of the GA for these projects may include:
- Transcription of recorded interviews and meetings
- Database research and literature reviews
- Analysis of data using qualitative analysis software
- Management and organization of research files (online)
- Collaborative writing and editing
- Brightspace site management and course improvement
- Providing insightful summaries of discussion responses
- Discussion facilitation

Supervisory Responsibilities:
None.

Budget Responsibilities:
None.

Public and Professional Activities Related to Job Performance:
The experience would provide a graduate student with the opportunity to grow academically and professionally and to see how course development and research complements work in the field. In addition, the graduate student may be introduced to professionals in the field of educational leadership. The graduate student may have the opportunity to further develop analytical and research skills that are broadly applicable to many fields of study and work.
Graduate Assistant Job Description

Internal Contacts
The supervisor, colleagues at USM

External Contacts
Educational professionals in the field, adult learners completed courses in Educational Leadership

Knowledge, Skills, and Abilities:
- Word or other word processing software
- Excel or other spreadsheet software
- Google Workspace applications
- SPSS or other data analysis software
- Zotero or other annotated bibliography software
- Web-based instruction (Brightspace)
- Transcription
- Interviewing
- Survey research
- Library-based research
- Data analysis
- Teaching
- Writing/editing

Required Qualifications:
Skilled technology user

Preferred Qualifications:
Student in Educational Leadership program who has completed coursework in one or more of the following: EDU670 Intro to Educational Leadership, EDU603 Analysis of Teaching and Assessment, EDU671 Organizational Behavior

To Apply:
Submit your resume and cover letter via email to Angela Atkinson Duina (angela.atkinsonduina@maine.edu).