Graduate Assistant Job Description

Position Summary:
Title: Graduate Assistant

Hours per Week: 10 hours/week

Department: Educational Psychology and School Psychology

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

Duration:
- X 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: Samantha Blair
Supervisor E-Mail: samantha.blair@maine.edu
Supervisor Phone: 248-219-5011

Position Details:
Statement of Job and Essential Functions:
The graduate assistant will support work on a collaborative project between the University of Southern Maine School Psychology Program and the Maine Department of Education. The goals of the project during the 22-23 academic year will include the following: developing field training sites, strengthening clinical training and associated curriculum, overseeing clinical training across all years of the school psychology program, developing supervision professional development training for current practicing school psychologists, and continuing to develop a handbook and tiered supervision model within the practical training sequence. The graduate assistant's principal responsibilities will be to assist with support of these objectives. This could include the following tasks: assisting with the preparation of course materials for the practicum and internship courses, assisting in the preparation of professional development materials, assisting with the delivery of professional development content, assisting with data collection and record keeping of field sites, assisting with the development and preparation of peer supervision materials, and providing didactic training or leading class discussions if applicable.

Supervisory Responsibilities:
There are no supervisory responsibilities required for this position.

Budget Responsibilities:
There are no budget responsibilities required for this position.

Public and Professional Activities Related to Job Performance:
This position may include collaboration with public school sites and psychology professionals throughout Maine.

Internal Contacts
Samantha Blair

External Contacts
None

**Knowledge, Skills, and Abilities:**
Relevant skills for this position include strong organization and communication skills, flexibility, ability to work independently, and familiarity with Microsoft and Google Suite.

**Required Qualifications:**
Graduate student in school psychology

**Preferred Qualifications:**
Knowledge of the field training sequence in school psychology and an interest in the professional development of school psychologists and advocacy for the field

**To Apply:**
Submit your resume and cover letter via email to Samantha Blair (samantha.blair@maine.edu).