Graduate Assistant Job Description

Position Summary:

Title: Graduate Assistant

Hours per Week: 10 hours/week

Department: Cutler Institute - Justice Policy Program

Location:
- X Portland
- 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: Mara Sanchez
Supervisor E-Mail: mara.sanchez@maine.edu
Supervisor Phone: 207-228-8460

Position Details:

Statement of Job and Essential Functions:
This graduate assistant position is for a current graduate student who has been impacted by the justice system. This position will contribute to project work for the Place Matters project portfolio and the Opportunity Scholars initiative, as well as additional relevant Justice Policy Program projects. Essential functions include literature and document reviews, internet research, drafting and editing reports and presentations, data analysis support (especially of qualitative data), and peer support to other graduate and undergraduate justice system impacted students.

Supervisory Responsibilities:
None.

Budget Responsibilities:
None.

Public and Professional Activities Related to Job Performance:
Participation in meetings and events related to project work
Weekly work group meetings with justice impacted peers
Independent, self-directed project work related to issues of incarceration, educational access, and justice

Internal Contacts
Cutler Institute
Justice Education Development and Implementation Student Support Work Group
University of Maine Augusta Prison Education Partnership

External Contacts
Department of Corrections stakeholders
Community based organization stakeholders related to project work
Knowledge, Skills, and Abilities:
Lived experience with the justice system, passion and interest in topics related to project work

Required Qualifications:
Lived experience of the justice system or incarceration

Preferred Qualifications:
None

To Apply:
Submit your resume and cover letter via email to Mara Sanchez (mara.sanchez@maine.edu).