Graduate Assistant Job Description

Position Summary:
Title: Graduate Assistant
Department: Language, Literacy & Culture

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

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

Total Stipend: 4500.00
Monthly Stipend: 500.00
Scholarship Amount: 3000.00 (in-state) / 3000.00 (out-of-state)

Supervisor Name: Kathleen Rose McGovern
Supervisor E-Mail: kmcgover@gmail.com
Supervisor Phone: 6176884746

Position Details:
Statement of Job and Essential Functions:
Work under the supervision of Dr. Kathleen McGovern, Assistant Professor of TESOL in the Department of Language, Literacy & Culture, to provide support in research, teaching, and program administration. Dr. McGovern supervises the TESOL practicum program and teaches in the TESOL program. Her research interests focus on drama-based approaches to language teaching, immigrant learners, and TESOL pedagogies. She has applied for a National Endowment for the Arts Grant to implement a series of events centering on welcoming New Mainers in the Portland community. If the grant is awarded, for the months of September-November, the GA will be asked to collaborate in coordinating, attending, and leading these events. This will require the GA to come to the in person events to help set up, take notes, and co-facilitate. Events include several artistic performances and scholarly talks. After the grant concludes, the GA will assist in administrative and teaching duties. Some experiences with research might arise, should the GA be interested.

Supervisory Responsibilities:
The GA will be asked to coordinate and co-facilitate several grant funded community events, should a grant funding those events be granted.

Budget Responsibilities:
The GA may be asked to assist Dr. McGovern in grant management, including budget tracking and reporting.

Public and Professional Activities Related to Job Performance:
Should the aforementioned grant be awarded, the GA will be asked to attend and co-facilitate several public events such as lectures, book clubs, and artistic performances.

Internal Contacts
The Literacy, Language, and Culture Department.

External Contacts
Graduate Assistant Job Description

Community grant partners.

**Knowledge, Skills, and Abilities:**
Clear communication and public speaking skills. Organizational abilities/event coordinating. Punctuality and reliability. Knowledge of the fields of language teaching/learning, education, drama and/or the arts.

**Required Qualifications:**
Punctuality and professionalism. Clear communication skills -- both oral and written. Self-directed work ethic.

**Preferred Qualifications:**
Experience in language learning/teaching, drama, and event coordinating.

**To Apply:**
Submit your resume and cover letter via email to Kathleen Rose McGovern (kmcgover@gmail.com).