Position Summary:
Title: Graduate Assistant
Hours per Week: 10 hours/week
Department: Literacy, Language, and Culture
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: Nicole Siffrinn
Supervisor E-Mail: nicole.siffrinn@maine.edu
Supervisor Phone: (207) 780-5413

Position Details:
Statement of Job and Essential Functions:
Dr. Nicole Siffrinn, of the Literacy, Language, and Culture Department in the School of Education and Human Development, is seeking a graduate assistant (GA) to support activities related to a community literacy initiative and the launch of an academic journal. There is also potential for collaboration on classroom-based research. The GA’s primary responsibilities will be to help co-plan events for the community literacy initiative (e.g., book discussions, lectures) and to aid in administrative tasks for the journal (e.g., advertising, correspondence, formatting).

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 involve collaboration with community organizations as well as K-12 and higher education professionals.

Internal Contacts
The GA will report directly to Dr. Nicole Siffrinn. Communication with faculty, staff, and students at USM will be expected.

External Contacts
The GA may be asked to communicate with teachers, researchers, and representatives of community organizations in Portland and across the Northeast.

Knowledge, Skills, and Abilities:
- Excellent verbal and written communication skills
- Well organized, detail-oriented, and flexible
Graduate Assistant Job Description

- Ability to work independently and collaboratively
- Proficient with Microsoft Office or Google Suite

**Required Qualifications:**
- Be matriculated in a graduate degree program at USM
- Enroll in 6 graduate credits or more in each semester employed as a GA
- Maintain a minimum GPA of 3.0

**Preferred Qualifications:**
- Interest or background in education, media and communication studies, or English

**To Apply:**
Submit your resume and cover letter via email to Nicole Siffrinn (nicole.siffrinn@maine.edu).