Position Summary:

Title: Graduate Assistant
Hours per Week: 10 hours/week
Department: Office of Educator Preparation
Duration:
  - Full Academic Year
  - Fall Semester
  - Spring Semester
  - Summer Semester

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

Total Stipend: 4500
Monthly Stipend: 500
Scholarship Amount: 3000 (in-state) / 3000 (out-of-state)

Supervisor Name: Fiona McDonnell
Supervisor E-Mail: fiona.mcdonnell@maine.edu
Supervisor Phone: 207-780-5055

Position Details:

Statement of Job and Essential Functions:
The GA will assist the Director of Educator Preparation on the design and selection of instruments and tools to assess the quality and effectiveness of the USM-Educator Preparation Program in its mission to prepare completers with the knowledge, skills and disposition to be effective educators for all P-12 students.
- Review, organize and display survey data collected from internal/external stakeholders from fall 2018 - spring 2022
  - Organize and tabulate data
  - Design charts and visuals to convey survey findings to internal and external stakeholders.
  - Use review of existing survey instruments to design a survey for use in spring 2023 to gather feedback from internal/external stakeholders—program completers, employed program completers, employers of program completers.
  - Ensure that survey instrument complies with established criteria for evaluating validity and reliability
  - Establish a database of internal/external stakeholders
  - Administer surveys to internal and external stakeholders, sp2023
The GA will, if time permits, also assist with developing questions to use in focus group interviews. GA may be asked to conduct focus group interviews.

Supervisory Responsibilities:
GA and director of Office of Educator Preparation will meet bi-monthly

Budget Responsibilities:
none

Public and Professional Activities Related to Job Performance:
Teacher education is an area of professional interest and an area of scholarship.
Effective survey design, analysis of survey data, and presentation of data to convey
survey findings are core skills required in areas of employment related to educational research and public policy. Teacher education is a topic of institutional, state, and national interest.

Internal Contacts
Fiona McDonnell fiona.mcdonnell@maine.edu

External Contacts
none

Knowledge, Skills, and Abilities:
Word or other word processing software
Excel or other spreadsheet software
SPSS or other data analysis software
Interviewing
Survey research
Library-based research
Data analysis

Required Qualifications:
Word or other word processing software
Excel or other spreadsheet software

Preferred Qualifications:
Word or other word processing software
Excel or other spreadsheet software
SPSS or other data analysis software
Survey research-visual data display
Library-based research
Data analysis

To Apply:
Submit your resume and cover letter via email to Fiona McDonnell (fiona.mcdonnell@maine.edu).