Position Summary:

Title: Graduate Assistant
Hours per Week: 20 hours/week
Department: Residential Life

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

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

Total Stipend: 9000
Monthly Stipend: 1000
Scholarship Amount: 6000 (in-state) / 0 (out-of-state)

Supervisor Name: Christine O'Brian
Supervisor E-Mail: christine.obrian@maine.edu
Supervisor Phone: 207-780-4996

Position Details:

Statement of Job and Essential Functions:
Provide necessary administrative and programmatic support for Student Engagement & Leadership. Reporting to the Coordinator of Recreation, the Recreation Graduate Assistant will provide support during programming and events sponsored by the Student Engagement Office, Club Sports, Intramurals, CSA, and other Student Affairs Departments.

Supervisory Responsibilities:
Enhance student experience by offering a safe, friendly environment for organizing events and competitive sports and games within the campus community.
Co-Supervise Student Staff Office Assistants with the Coordinator of Student Engagement & Leadership, including hiring, training, hour selection, and bi-weekly payroll submissions. Serve as a primary contact for students who have questions about recreation and intramural office functions.
Co-Advise Commuter Student Association and Intramurals
Host bi-weekly meetings with the Chair and Financial Chair of Commuter Student Association and the Sports Club Council.
Maintain accountability of intramurals by offering opportunities for teamwork, marketing, and game management experience.

Budget Responsibilities:
N/A

Public and Professional Activities Related to Job Performance:
Maintain a minimum of 20 office hours per week and maintain a regular, visible presence in the Office of Student Engagement & Leadership.
Manage the department marketing strategy for all campus wide programs and events which includes banners, flyers, CMS, Navigator Application, and all social media outlets.
Assist in management and updating of the Navigator for all University events.
Graduate Assistant Job Description

Oversee and update Student Engagement & Leadership event calendar, Student Affairs programmatic calendar and the University event calendar.

Attend weekly Residential Life, Orientation, and Student Affairs meetings in the absence of the Coordinator of Student Engagement & Leadership.

Coordinate and facilitate events within the Student Engagement & Leadership department (splitting the student engagement programming load with the Coordinator and other GA’s throughout a given month).

Assist the Office of Student Engagement & Leadership Traditions such as Weeks of Welcome, Homecoming/Family & Friend Weekend, Husky Fest, Greek Week, Spring Fling Week, Senior Week, and other large campus-wide events.

Facilitate effective and clear communication of programs and events with the Coordinator of Student Engagement & Leadership

Internal Contacts
Students, staff, faculty

External Contacts
Vendors, facilities

Knowledge, Skills, and Abilities:
Must be enrolled in coursework at the University of Southern Maine
Work flexible hours including nights and weekends
Self-motivated and able to work both autonomously as well as with a team
Effective verbal and written communication skills
Attention to detail
Reliable
Comfortable working with technology
Proven problem solving skills
Uphold USM conduct code, and all Student Activities policies
Must maintain at least a 3.0 GPA

Required Qualifications:
Must be a full-time, degree-seeking student in a USM graduate program
Must be enrolled in 6 graduate credits each semester of assistantship
Maintain a GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
Good financial standing with the University
Appreciation and commitment to diversity and inclusiveness
Excellent interpersonal and communication skills
Strong interpersonal and organizational skills
Demonstrated ability to be self-motivated and to conduct oneself in a highly professional and ethical manner
Proficiency with Microsoft Excel, Microsoft Word, Brightspace; knowledge of web page development is desirable
Experience with developing programs and community building
**Preferred Qualifications:**
Must be a full-time, degree-seeking student in a USM graduate program
Must be enrolled in 6 graduate credits each semester of assistantship
Maintain a GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
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Experience with developing programs and community building

**To Apply:**
Submit your resume and cover letter via email to Christine O’Brien (christine.obrian@maine.edu).