## Graduate Assistant Job Description

### Position Summary:

**Title:** Graduate Assistant  
**Hours per Week:** 10 hours/week  
**Department:** Special Education  
**Duration:**
- Portland: Full Academic Year
- Gorham: Fall Semester
- LAC: Spring Semester
- Online/Distance: Summer Semester

**Total Stipend:** $4500  
**Monthly Stipend:** $500  
**Scholarship Amount:** 0 (in-state) / 0 (out-of-state)

**Supervisor Name:** Rachel Brown-Chidsey  
**Supervisor E-Mail:** rachelb@maine.edu  
**Supervisor Phone:** 9073557328

### Position Details:

**Statement of Job and Essential Functions:**
Graduate Assistant (GA) to assist with research and teaching activities related to Special Education. The successful applicant will be a graduate student in the School of Education and Human Development with prior experience related to special education services. Necessary skills include word processing, spreadsheets, research, data analysis and strong writing skills. This GA will assist with locating research articles, organizing various types of data, and implementation of research activities. Prior knowledge and experience within a Multi-Tiered System of Support is preferred.

**Supervisory Responsibilities:**
None

**Budget Responsibilities:**
None

**Public and Professional Activities Related to Job Performance:**
None

**Internal Contacts**
Faculty, staff, and students in the Special Education Department

**External Contacts**
Personnel at potential research sites

**Knowledge, Skills, and Abilities:**
Necessary skills include the ability to use word processing and spreadsheets, conduct basic library and database research, support data analysis and strong writing skills. Prior knowledge and experience within a Multi-Tiered System of Support is preferred.

**Required Qualifications:**
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The successful applicant will be a graduate student in the School of Education and Human Development with prior experience related to special education services. Necessary skills include word processing, spreadsheets, research, data analysis and strong writing skills. This GA will assist with locating research articles, organizing various types of data, and implementation of research activities.

Preferred Qualifications:
Prior knowledge and experience within a Multi-Tiered System of Support is preferred.

To Apply:
Submit your resume and cover letter via email to Rachel Brown-Chidsey (rachelb@maine.edu).