Position Summary:

Title: Graduate Assistant

Hours per Week: 10 hours/week

Department: Educational and School Psychology

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

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

Total Stipend: 4500

Monthly Stipend: 500

Scholarship Amount: 0 (in-state) / 0 (out-of-state)

Supervisor Name: Garry Wickerd

Supervisor E-Mail: garry.wickerd@maine.edu

Supervisor Phone: 2077805638

Position Details:

Statement of Job and Essential Functions:
The graduate assistant will provide support for teaching courses and research in school psychology. The GA will assist in preparing course materials and providing feedback to students through Brightspace. Also, the GA will conduct literature searches, analyze journal articles, and synthesize findings in a digest format. The GA will also create tables and figures for insertion into manuscripts. Finally, the GA may be asked to provide support for analyzing and synthesizing materials related to national accreditation of the school psychology program.

Supervisory Responsibilities:
None

Budget Responsibilities:
None

Public and Professional Activities Related to Job Performance:
None

Internal Contacts
None

External Contacts
None

Knowledge, Skills, and Abilities:
The GA needs knowledge and skill using Microsoft word and excel, Google documents, and Brightspace. Also, the GA must be able to use the USM library databases to conduct literature searches. Clear and concise writing ability is critical.

Required Qualifications:
Graduate Assistant Job Description

The applicant should be a full-time graduate student (enrolled in 6 credit hours Fall and Spring terms) in the School Psychology program at USM.

Preferred Qualifications:
Applicants who have already taken SPY 672 and SPY 677 and who have engaged in or have a desire to engage in research in school psychology are preferred

To Apply:
Submit your resume and cover letter via email to Garry Wickerd (garry.wickerd@maine.edu).