Graduate Assistant Job Description

Position Summary:

Title: Graduate Assistant  

Hours per Week: 10 hours/week  

Department: TRIO Upward Bound  

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: Chris Turner  
Supervisor E-Mail: christopher.m.turner1@maine.edu  
Supervisor Phone: 2077805181

Position Details:

Statement of Job and Essential Functions:
As TRIO Upward Bound’s Graduate Assistant you will have two core responsibilities. These two core responsibilities are to assist year-round staff with meeting students at target high schools and to coordinate academic year and summer program activities/events.

Supervisory Responsibilities:
None.

Budget Responsibilities:
None.

Public and Professional Activities Related to Job Performance:
1. Develop and maintain effective and on-going working relationships with the guidance professionals at target schools; develop and maintain effective and productive relationships with Upward Bound students and their parents and community organizations.
2. Work with UB team to develop programming to and achieve standardized project objectives.
3. Counsel and advise all Upward Bound students and their parents on college preparatory academic and co-curricular activities. Work in schools with students with high school guidance counselors and teachers.
4. Provide directly or arrange for tutoring and/or other academic support to Upward Bound students across the subjects, as needed and appropriate. Seek, hire, and supervise tutors as necessary and as budget allows.
5. Counsel and advise all UB students on selecting a college or university.
6. Counsel, advise, and assist Upward Bound seniors on application to and financial aid for college, including coordinating standardized exams, writing letters of recommendation; assembling applications for transmittal to colleges and universities; and advising students on and completing FAFSA, CSS PROFILE, and scholarships.
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7. Track Upward Bound alumni in compliance with funder requirements and standardized project objectives. Counsel and support Upward Bound alumni, as necessary.
8. Work with UB team to develop and implement the academic-year activities that meet standardized project objectives. Assignments include but are not limited to student recruitment, admission and retention; and an annual program of college visits; educational field trips; trainings on leadership, study skills, career and educational development, college admissions and financial aid; and other regularly scheduled events for Upward Bound at USM students, e.g. orientation, reunion, and graduation.
9. Work with the UB team to develop and implement the Summer Residential Program that meets standardized project objectives. Assignments include but are not limited to the coordination summer internship placements; food service; residential accommodations; classroom scheduling and reservations; transportation reservations and route mapping; preparation of course and program materials; as well as in-classroom delivery of course materials and curricula; etc.
10. Plan and lead college visits, field trips, and other scheduled events for Upward Bound students; as well as trainings for Upward Bound students on study skills, career and educational development, college preparation, admission and financial aid.

Internal Contacts
Communicates with all departments and all ranks as appropriate for implementing all components of the Upward Bound project, e.g. Undergraduate Admission; Business Office; Facilities and Maintenance; Dining Services; Transportation Services; Residential Life; Registrar and Room Scheduling, etc.

External Contacts
School Guidance Directors, Counselors, and Administrative Support staff; students and parents; the business community; Upward Bound community e.g. MEEOA and NEOA; and other colleges’ and universities’ admissions and financial aid offices.

Knowledge, Skills, and Abilities:
1. Knowledge of and experience with high school curriculum and college preparatory academics.
2. Knowledge of and experience with public high-school guidance practices (e.g. curriculum, administration, culture, and politics).
3. Knowledge of the college admissions and financial aid process.
4. Knowledge of career and educational development processes and strategies.
5. Knowledge of culturally responsive practices and respect for differences.

Required Qualifications:
No additional qualifications.

Preferred Qualifications:
1. Ability to maintain confidentiality and exercise discretion, as appropriate.
2. Ability to communicate clearly and effectively with all audiences in person, on the phone, and in large group settings.
3. Ability to listen openly and attentively, to ask questions designed to gather necessary information, to assess student, staff, parent, or school personnel needs, and to respond appropriately within established guidelines.
4. Comfort with different types of writing styles such as federal grants, performance reports; evaluations; and correspondence.
5. Ability to learn and manage the:
   a. details of the Upward Bound at USM program,
   b. requirements of the funders, and
   c. policies, practices, and course offerings of each target high school.
6. Sound project management skills including timely completion of tasks and multi-tasking.
   Ability to establish and reestablish work priorities based on the relative importance of tasks and time constraints.
7. Ability to facilitate meetings and negotiate differences.
8. Ability to work independently and in teams. Personal initiative and self-starter inclinations are important.

To Apply:
Submit your resume and cover letter via email to Chris Turner (christopher.m.turner1@maine.edu).