Position Summary:

Title: Graduate Assistant

Department: Health and Counseling Services

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

Hours per Week: 20 hours/week

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

Total Stipend: 9000.00

Scholarship Amount: 6000.00 (in-state) / 6000.000 (out-of-state)

Supervisor Name: Diane Geyer, LCPC, LADC, CCS, NCC

Supervisor E-Mail: diane.geyer@maine.edu

Supervisor Phone: 207-780-4050 or 207-294-2811

Position Details:

Statement of Job and Essential Functions:

I. Title: Graduate Assistant: Substance Use Prevention and Mental Health

Assignment: Counseling Services
Division: SUL
Department: University Health and Counseling
Location: 125 Upton Hall, Gorham Campus
Schedule: Flexible 20 hours a week, (9 months) Academic year 2022-2023
Reports to: Coordinator of Clinical Substance Use Services

Coordinates with: Office of Student Conduct, Dean of Students, ACT team, Health staff, Disability Service Center, Gorham Student Life, USM Counseling Services, Student Success, The ROCC and Campus Safety Project.

II. Purpose:

Coordinate educational outreach focused on Substance Use Prevention and Mental Health. Facilitate the BASICS program (Brief Alcohol Screening and Intervention for College Students). Assist the Coordinator of Clinical Substance Use Services in substance use prevention and services on the Gorham and Portland campuses.

III. Key Functions

Assists the Coordinator of Clinical Substance Use Services. Responsibilities will include, but not be limited to, the following:

1. Facilitate BASICS Program
2. Marketing and promotion of substance misuse and mental health education, prevention programming and services. (i.e.: Tabling at events and designated times on campus)
3. Creates and implements substance misuse use programming on the Portland and Gorham campuses.
4. Attend counseling staff meetings, didactic trainings, committees and work groups as assigned.
5. Collaborates with the Portland/Gorham Health and Counseling Center staff, Dean of Students Office, Office of Community Standards, Residential Life and others as necessary.

IV. Supervision Received:
Graduate Assistant Job Description

Receives supervision from the Coordinator of Clinical Substance Use Services in weekly in person or virtual formats. The Coordinator of Clinical Substance Use Services will conduct a performance evaluation each semester.

V. Standards:
1. Demonstrates regard for students as individuals.
2. Practices commitment to student development and co-curricular education.
3. Maintains good time management and organizational skills.
4. Possess the ability and willingness to work flexible hours including nights and weekends.
5. Works collaboratively with faculty and staff to achieve the goals of USM Student Life.
6. Possess self-motivation and the able to work autonomously as well as with a team.
7. Communicates verbally and in writing in a manner that is clear, effective, and timely.

VI. Remuneration:
This is a fall and spring semester position, and approximately 20 hours a week. Compensation will be $9,000. For the 9 month academic year ($1,000.00 per month for 9 months) and $6,000. Tuition scholarship. The student must be enrolled in at least 6 credits at the University of Southern Maine and is responsible to maintaining good financial standing with the institution.

VII. Employment Statement:
The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

As a representative of USM / Counseling Services, you are expected to be a role model, exhibiting appropriate behavior both before and after selection. Violations of the University Conduct Code may either prevent your selection or terminate your position.

Supervisory Responsibilities:
None

Budget Responsibilities:
None

Public and Professional Activities Related to Job Performance:
Promote Substance Misuse on Portland and Gorham campus at at some events- Collaborate with Health and Counseling and The ROCC at some events.

Internal Contacts
Health and Counseling Department on both Portland and Gorham campus.
Office of Community Standards and Mediation/Conduct, and at times, Residential Life

External Contacts
N/A

Knowledge, Skills, and Abilities:
Skills that support this position include patience, empathy, active listening, and a non judgmental approach.
Graduate Assistant Job Description

Basic knowledge of Motivational Interviewing techniques and the ability to be creative and consider ways to promote substance misuse prevention and education.
The ability to be flexible with scheduling.
The ability to responsibly manage the BASICS program and facilitate student assessments independently, effectively communicating and coordinating the program and student needs with supervisor.

A keen understanding of computers and technology - Publisher and Excel.
Consolidate and create student reports based on students self assessments.
Work with Coordinator of Clinical Substance Use Services to research and create monthly substance misuse prevention newsletter.
Provide weekly/monthly/ annual report(s ) as requested.

**Required Qualifications:**
A genuine interest in providing substance use and misuse prevention for students on campus.

**Preferred Qualifications:**
This position generally attracts individuals who are interested in Substance Misuse and the Mental Health field(s), from a counseling, social work, nursing, recovery, prevention or public health perspective.

**To Apply:**
Submit your resume and cover letter via email to Diane Geyer, LCPC, LADC, CCS, NCC (diane.geyer@maine.edu).