GRADUATE ASSISTANT POSITION DUTIES

Position: Graduate Assistant  
Department: Office of Admissions  
Location: 111 Abromson, Portland Campus  
Reports to: Lisa Sweet, Associate Director of Admissions, Graduate Programs

The primary job duties of this graduate assistant position include:

- Responding to inquiries (walk-ins and telephone) on such things as: types of graduate programs available at USM, the admissions process, standardized testing requirements, transcript acquisition, registration procedures, status of applications, and application deadlines.

- Processing applications and keeping applicants informed as to the status of their applications as needed.

- Assisting in preparation of materials for recruitment efforts - including college fairs and other presentations.

Other obligations or expectations of this graduate assistant position:

- Ability to learn policies and procedures and apply them to various circumstances, involving ability to interpret needs and respond within established guidelines with minimal supervision.

- Ability to communicate verbally in a clear and organized manner.

- Ability to tolerate frequent interruptions caused by numerous phone calls and visitors, and still be able to prioritize and focus to meet standards of quality in accuracy, attention to detail, and time constraints.

- Interpersonal skills attuned to people in need of assistance, ability to express patience and professionalism to all callers and visitors.

- Ability to communicate, organize, and summarize information and ideas in writing.

- Ability to access and utilize common university systems, processes and forms, such as, but not limited to: email, phone system, and MaineStreet.

- Interpersonal skills attuned to working in a small office with close proximity to other staff.

- Ability to demonstrate genuine enthusiasm and investment in the goals of USM graduate program and in program operation.

Please submit application materials to Lisa Sweet at lisa.sweet@maine.edu