Graduate Assistant Job Description

Position Summary:

Title: Graduate Assistant
Hours per Week: 20 hours/week
Department: Recovery Oriented Campus Center

Location:
- Portland
- Gorham
- LAC

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

Total Stipend: $9,000.00
Monthly Stipend: $1,000.00
Scholarship: None.

Supervisor Name: Christopher Corson
Supervisor E-Mail: christopher.corson@maine.edu
Supervisor Phone: 207-780-4678

Position Details:

Statement of Job and Essential Functions:
The ROCC Graduate Assistant will work to assist the CRP coordinator in ongoing program development and advancement. The ROCC Graduate Assistant will provide support during evening and weekend programming and events sponsored by the ROCC.

Key Functions:
Assists the CRP coordinator. Responsibilities will include, but not be limited to, the following:
1) Assisting with program development for the Recovery Oriented Campus Center (ROCC)
2) Collaborating with on- and off-campus partners to raise awareness and expand recovery services and resources for USM Students.
3) Assist in planning, promoting, coordinating and facilitating ROCC programs and events.
4) Engaging students-in-recovery and the recovery community at large by coordinating outreach and other networking opportunities.
5) Providing leadership and support to ROCC Peer leaders. Coordinating and facilitating Monthly Leadership meetings.
6) Facilitate effective and clear communication of programs and events with the CRP coordinator.
7) Attend co-advice Monthly Steering Committee meetings and Monthly ROCC Formation meetings.
8) Attend counseling staff meetings, didactic training’s, committees and work groups as assigned.

Supervisory Responsibilities:
Graduate Assistant will assist CRP Coordinator in supervisory oversight of work study employees and Peer Leaders.

Budget Responsibilities:
None
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Public and Professional Activities Related to Job Performance:
Participate in delivery of training’s, putting on programs and running groups, keeping minutes for steering committee meetings, chaperoning occasional off campus activities, and community building.

Knowledge, Skills, and Abilities:
- Demonstrates regard for students as individuals.
- Practices commitment to student development and co-curricular education.
- Maintains good time management and organizational skills.
- Maintains professionalism and appropriate boundaries with students.
- Exhibits reliable and responsible follow through.
- Possess the ability and willingness to work flexible hours including nights and weekends.
- Works collaboratively with faculty and staff to achieve the goals of the ROCC.
- Possess self-motivation and the ability to work autonomously as well as with a team.
- Communicates verbally and in writing in a manner that is clear, effective, and timely.

Required Qualifications:
- Strong communications skills
- Ability to work with Groups
- Ability to work a flexible schedule
- Time management/ organization skills
- Able to embrace a risk reduction philosophy/ all pathways to recovery

Preferred Qualifications:
Life experience, training or professional work experience in substance use, recovery or mental health. Experience with social media and data analysis preferred.

To Apply:
Submit application materials to Chris Corson at christopher.Corson@maine.edu