I. Title: Graduate Assistant for Student Activities
Assignment: Student Activities
Division: Campus Life
Location: 135 Woodbury Campus Center, Portland, ME
Schedule: Flexible 20 hours a week, including nights and weekends
August 15 – May 14

Organizational Relationships:
Reports to: Coordinator of Student Activities
Coordinates with: U.S.M. Departments including but not limited to Campus Life, Deans Office, Athletics, Advising, Student Government Association, Campus Fitness & Recreations, Residential Life staff, and student organizations.

II. Statement of the Job:

The Office of Student Activities strives to provide the USM community with educational, social, recreational, cultural and community service opportunities, which extend from the formal academic curriculum.

The Graduate Assistant for Student Activities works closely with the Coordinator of Student Activities to plan and facilitate programs and events that occur at USM, as well as providing assistance in various administrative functions.

Experience in student life, residential life, or student activities is preferred. Excellent communication, organization, enthusiasm, and multi-tasking skills are required. In addition, this position relies on the applicant’s ability to take initiative and accomplish tasks independently.

III. Purpose:

Provide administrative and programmatic support for the Office of Student Activities, particularly as it relates to improving the commuter student experience.

IV. Key Functions:

A. Supervisory Responsibilities
   1. Managing Student Activities Assistants
      a. Provide insight, support and leadership to work-study team.
      b. Determine office hours for assistants and delegate weekly tasks for each staff assistant in the execution of all events and activities.
      c. Lead bi-weekly staff meetings providing essential communication within the staff.
      d. Maintain accountably for work-study staff to USM code of conduct, and office policies.
   2. Support Commuter Student Association
      a. Provide guidance and support by meeting regularly with the student leaders to help them facilitate programming that reflects service to the USM community and the mission of their organizations to its students.
B. Community Building/Social Programming
   1. Know Campus Life community members and the staff associated.
   2. Plan and implement weekly events with the help of the department.
   3. Create and sustain a feeling of community among commuter students on the Portland campus.

C. Marketing Student Activities
   1. Utilize digital and social media to publicize and promote Campus Life events as well as maintain a regular stream of topical updates for students.
   2. Help develop a variety of promotional materials for Student Activities events including flyers and more.
   3. Assist with campus wide recruitment events as needed.

D. Administration
   2. Maintain 10-15 office hours per week in addition to a regular, visible presence at Student Activities events.
   3. Make purchases, retain receipts, and track expenditures.
   4. Other duties as assigned.

V. Supervision Received:
   1. Weekly one on one supervision meetings are held with the Coordinator of Student Activities and job performance will be evaluated on an on-going basis.
   2. The Coordinator of Student Activities reserves the right to terminate the assistantship if they do not meet the position’s requirements.

VI. Standards:
   1. Demonstrates regard for students as individuals.
   2. Reliable and possess excellent problem solving skills.
   3. Maintains good time management and organizational skills.
   4. Ability and willingness to work flexible hours including nights and weekends as needed.
   5. Works collaboratively with faculty and staff to achieve the goals of Campus Life.
   6. Ability to work autonomously as well as with a team.
   7. Communicates verbally and in writing in a manner that is clear, effective, and timely.

VII. Remuneration:
   This is a 9 month position (mid-August – mid-May) and approximately 20 hours a week. Compensation is your choice of a stipend or tuition credit in the total of $5,000 a semester ($10,000 for the year). Student must be enrolled in at least six graduate level credits with the University of Maine System.

   Due to the irregular hours of this position, the Graduate Assistant must consult with the Coordinator of Student Activities prior to committing to any outside employment.