Graduate Assistant Job Description

Position Summary:

**Title:** Graduate Assistant  
**Hours per Week:** 10 hours/week  
**Department:** Assistant Provost for Academic Affairs

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

**Duration:**
- X 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:** Susan McWilliams  
**Supervisor E-Mail:** susan.mcwilliams@maine.edu  
**Supervisor Phone:** 207-228-8258

Position Details:

**Statement of Job and Essential Functions:**
This position is a 10-hour/week Graduate Assistant for the 2022-23 academic year. Compensation includes a stipend of $4,500 ($500/month) and a scholarship of $3,000 - $5,000 (depending on the selected student’s residency status). The position reports to the Assistant Provost for Academic Affairs and works closely with the Project Coordinator for Academic Affairs.

The Graduate Assistant for Academic Affairs and Core Curriculum will support several important initiatives in the office of the Assistant Provost for Academic Affairs:
1. Assessment of student learning experiences in the Core Curriculum
2. Initiatives related to USM’s Academic Vision and Pillars
3. Undergraduate curriculum review by the Core Curriculum Committee and the Faculty Senate

The Graduate Assistant will work collaboratively with the Project Coordinator of Academic Affairs and with the Assistant Provost for Academic Affairs in the design and implementation of assessment protocols for the Core Curriculum, and will provide support for special projects related to USM’s Academic Vision and the Four Pillars. The GA will also provide general support (web communications, document management, process design, etc.) for a number of projects related to undergraduate curriculum review by the CCC and by the Faculty Senate. The GA will have opportunities to contribute directly to project direction and focus.

Essential responsibilities will include:
- Assist with the design and implementation of assessment protocols related to student learning and experiences in the Core, with particular focus on the Writing, Reading, and Inquiry requirement and our redesigned Diversity requirement; work will include collecting and analyzing qualitative and quantitative assessment data.
- Assist with projects and activities designed to promote implementation of the Academic Vision.
- Assist with web and other communications related to the Core Curriculum.
- Support other academic affairs initiatives as needed and as determined by the GA’s interests.

**Supervisory Responsibilities:**
Budget Responsibilities:
none

Public and Professional Activities Related to Job Performance:
This GA role has limited public-facing responsibilities, although the GA will be involved in interactions with faculty and students as part of the role.
Other professional activities involved in this GA position include:
- Professional development and experience related to collaborative project design and management
- Professional development and experience related to assessment of student learning outcomes
- Professional development and experience related to communications (including report writing, professional emails, web-based communications, etc.)
- Enhanced knowledge of the university as a whole, and of the division of Academic and Student Affairs in particular.
Performance will be assessed formatively, with an emphasis on the GA’s opportunities to enhance skills in these areas.

Internal Contacts
The GA will work closely with the Assistant Provost for Academic Affairs and the Project Coordinator for Academic Affairs. Other internal contacts will include faculty and students (as part of assessment and curriculum projects), and other USM staff as projects require (e.g., transfer affairs, registration services).

External Contacts
There are no external contacts associated with this position.

Knowledge, Skills, and Abilities:
Successful applicants will have:
* strong oral and written communication skills
* ability and comfort with conducting structured interviews and focus groups
* ability to learn content management systems for website work.
* ability to work independently and in collaboration.
* capacity to be an active contributor to projects.

Required Qualifications:
Successful applicants will have:
* strong oral and written communication skills necessary for conducting interviews/focus groups and writing internal reports
* strong document review/analysis skills necessary for assessment projects involving review of course and curriculum documents (such as syllabi, course assignments, deidentified student work products, etc.)
* ability and comfort with conducting structured interviews and focus groups, including outreach to identify participants
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*ability to learn content management systems for website work.
*ability to work independently and in collaboration with others.

Preferred Qualifications:
Interest in expanding knowledge of curriculum and assessment.
Experience with constructing simple data bases in Excel (or other program) is a plus.
Experience with conducting interviews/focus groups with stakeholders is a plus.
Enthusiasm for a GA role where they are active contributors to projects.

To Apply:
Submit your resume and cover letter via email to Susan McWilliams (susan.mcwilliams@maine.edu).