# Graduate Assistant Job Description

## Position Summary:

**Title:** Graduate Assistant  
**Hours per Week:** 10 hours/week  
**Department:** Community Standards and Mediation  

<table>
<thead>
<tr>
<th>Location</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portland</td>
<td>Full Academic Year</td>
</tr>
<tr>
<td>Gorham</td>
<td>Fall Semester</td>
</tr>
<tr>
<td>LAC</td>
<td>Spring Semester</td>
</tr>
<tr>
<td>Online/Distance</td>
<td>Summer Semester</td>
</tr>
</tbody>
</table>

**Total Stipend:** 4500.00  
**Monthly Stipend:** 500.00  
**Scholarship Amount:** 0 (in-state) / 0 (out-of-state)

**Supervisor Name:** Erika Lamarre  
**Supervisor E-Mail:** erika.lamarre@maine.edu  
**Supervisor Phone:** 207 780-5923

## Position Details:

### Statement of Job and Essential Functions:
Provide administrative and programmatic support to the Community Standards and Mediation Department. Participate in mandatory conduct board trainings, becoming familiar with the Student Code of Conduct and Conduct Procedures, facilitate meetings with students accused of misconduct, serve on conduct hearing boards, and create educational opportunities for students under the supervision of the Director. Work with other Student Affairs departments to share information and knowledge.

### Supervisory Responsibilities:
Communicate with student and staff members of the student conduct board and the UMS Coordinator of Student Conduct.

### Budget Responsibilities:
N/A

### Public and Professional Activities Related to Job Performance:
Participation in student conduct hearings with faculty, staff and students. Facilitating one-on-one meetings with students. Advising students as to their rights and responsibilities regarding the Student Conduct Code.

### Internal Contacts:
- Residence Life and Housing staff
- Orientation Staff
- Dean of Students and graduate staff
- Health and Counseling Services
- Campus Police

### External Contacts:
- Software vendors
Knowledge, Skills, and Abilities:
Must be enrolled in coursework at the University of Southern Maine
Work flexible hours including some evenings
Self-motivated and able to work both autonomously as well as with a team
Effective verbal and written communication skills
Attention to detail
Reliable
Comfortable working with technology
Proven problem solving skills
Uphold USM conduct code, and all Student Activities policies
Must maintain at least a 3.0 GPA

Required Qualifications:
Must be a degree-seeking student in a USM graduate program or Maine Law
Good financial standing with the University
Appreciation and commitment to diversity and inclusiveness
Excellent interpersonal and communication skills
Strong interpersonal and organizational skills
Demonstrated ability to be self-motivated
Must conduct oneself in a highly professional and ethical manner with attention to confidentiality

Preferred Qualifications:
Proficiency with Google docs, Microsoft Excel, Microsoft Word, Brightspace; and knowledge of web page development is desirable

To Apply:
Submit your resume and cover letter via email to Erika Lamarre (erika.lamarre@maine.edu).