Position Summary:
Title: Graduate Assistant
Department: Dean of Students

Hours per Week: 20 hours/week

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

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

Total Stipend: 9000
Monthly Stipend: 1000
Scholarship Amount: 6000 (in-state) / 6000 (out-of-state)

Supervisor Name: Rodney Mondor
Supervisor E-Mail: RMondor@maine.edu
Supervisor Phone: 2077804035

Position Details:
Statement of Job and Essential Functions:
When a student is referred to the Assistance Care Team, it is because the student might be having a difficult time or facing challenges (personal, mental, or medical). The ACT and GA Care Manager is available to help students manage stressful situations. The GA Care Manager works directly with students to identify their struggles and discuss potential solutions and/or resources available. The GA Care Manager will meet with students in person and via email/phone/zoom.
HOW THE GA CASE MANAGER CAN HELP:
By helping the student identify the root of the problem and discuss the potential next steps to overcome obstacles to success.
By providing support and guidance in dealing with stressful situations.
By helping a student communicate with others.
By helping students access appropriate services on and off-campus.
By bringing relevant situations to the ACT for additional follow-up and/or support.
By helping friends, parents, faculty, and staff find help for a student in need.

Supervisory Responsibilities:
N/A

Budget Responsibilities:
N/A

Public and Professional Activities Related to Job Performance:
Maintain a minimum of 20 office hours per week and maintain a regular, visible presence in the Dean of Students Office. (Some hours could be remote when appropriate).
Manage the department marketing strategy for all campus-wide related programs and events which includes banners, flyers, CMS, Navigator Application, News Flush, and all social media outlets.
Assist in the management and updating of the Navigator App for student outreach.
Attend weekly staff meeting(s).
Graduate Assistant Job Description

**Internal Contacts**
Dean of Students Office
Residential Life
Student Engagement and Leadership
Intercultural Student Engagement
Academic Affairs Offices
Career Hub
Learning Commons
Disability Services Center
Academic Advising
University Health and Counseling

**External Contacts**
Community Services Organizations
State and Local Agencies

**Knowledge, Skills, and Abilities:**
Must be enrolled in coursework at the University of Southern Maine
Skills that support this position include patience, empathy, active listening, and a nonjudgmental approach.
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 the USM Conduct Code, and all Student Activities policies
The ability to be flexible with scheduling.
Provide weekly/monthly/annual report(s) as requested.

**Required Qualifications:**
Must be a full-time, degree-seeking student in a USM graduate program
Must be enrolled in 6 graduate credits each semester of the assistantship
Maintain a GPA of at least 3.00. First-semester graduate students must have an undergraduate GPA of at least 3.00 or shown improvement in upper level courses.
Good financial standing with the University
Appreciation and commitment to diversity and inclusiveness
Excellent inter-personal and communication skills
Strong interpersonal and organization skills
Demonstrated ability to be self-motivated and to conduct oneself in a highly professional and ethical manner
Proficiency with Microsoft Excel, Microsoft Word, and Brightspace; knowledge of web page development is desirable
Experience with developing programs and community building.

**Preferred Qualifications:**
Experience and/or passion for outreach work with college-aged students.

**To Apply:**
Submit your resume and cover letter via email to Rodney Mondor (RMondor@maine.edu).