Position Summary:

Title: Graduate Assistant

Hours per Week: 20 hours/week

Department: Department of Intercultural Student Affairs

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

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

Total Stipend: 9000
Monthly Stipend: 1000

Scholarship Amount: 6000 (in-state) / 6000 (out-of-state)

Supervisor Name: Meghan Barrett
Supervisor E-Mail: meghan.barrett@maine.edu
Supervisor Phone: 207-780-4173

Position Details:

Statement of Job and Essential Functions:
The Intercultural Student Engagement (ISE) graduate assistant will be a key member of the team overseeing the Student Diversity Centers. Reporting to the Coordinator of Intercultural Student Engagement, this position will provide support during programming and events sponsored by the ISE office.

☑ Establish relationships with students within the centers.
☑ Oversee daily operations of the Student Diversity Center in Portland/Gorham.
☑ Manage the hiring, training, scheduling and supervising of 5 to 7 work-study student employees.
☑ Empower student to do programming within the center/s
☑ Support promotion of center activities on social media and flyers
☑ Event planning (with assistance of student employees, interns, and colleagues) related to racial and ethnic identity, class, nationality, religion, sexual orientation, gender identity and expression, and the intersectionality of these and other identities
☑ Market and promote programming/information from the department and the centers including website content
☑ Weekly Newsletter from the department (Mailchimp)
☑ Work in coordination with relevant student organizations to encourage attendance at department related activities and programs on campus, while serving as a referral and resource to student organizations and campus groups regarding issues of multiculturalism, intersectionality, racial, ethnic, and sexual and gender diversity.
☑ Collaborate with the GAs from the Centers to find ways to collaborate and model inclusion (Portland/Gorham, Veterans Resource Center, USM Health and Counseling, USM Campus Activities, and other affiliated departments.
☑ Experience working with developing programs.
☑ Experience working with people across differences.

Supervisory Responsibilities:
Development of programming content
Graduate Assistant Job Description

Highlighting existing campus resources and programs related to DEI

**Budget Responsibilities:**
Work with Director to plan budget utilization

**Public and Professional Activities Related to Job Performance:**
- Complete Title IX, Safe Zone and Green Zone Trainings
- Collaborate with community partners for resources and/or supplies.
- Conduct yourself as an extension of the ISE professional staff.
- Host one Student Staff Meeting.
- Host three Chai Chats a semester.
- Occasional evening or weekend hours of work may be expected.
- Assist with the planning and execution of:
  - Social Justice Summit
  - Drag Show
  - Student Leadership Retreat
  - Intercultural Graduation

**Internal Contacts**
Student Affairs

**External Contacts**
N/A

**Knowledge, Skills, and Abilities:**
Must be enrolled in graduate coursework at the University of Southern Maine
Enrollment in at least six credits per semester
Work flexible hours including nights and weekends
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:**
Experience working with developing programs.
Experience working with people across differences

**Preferred Qualifications:**
Must be a full-time, degree-seeking student in a USM graduate program
Must be enrolled in 6 graduate credits each semester of assistantship
Maintain a GPA of at least 3.0. First semester graduate students must have an undergraduate GPA of at least 3.0.
Graduate Assistant Job Description

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, Brightspace; knowledge of web page development is desirable
Experience with developing programs and community building

To Apply:
Submit your resume and cover letter via email to Meghan Barrett (meghan.barrett@maine.edu).