Graduate Assistant Job Description

Position Summary:
Title: Graduate Assistant
Hours per Week: 10 hours/week
Department: Educational Leadership & Adult and Higher Education

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

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

Total Stipend: 6000
Monthly Stipend: 667

Scholarship Amount: 0 (in-state) / 0 (out-of-state)

Supervisor Name: Jeff Beaudry
Supervisor E-Mail: jeffrey.beaudry@maine.edu
Supervisor Phone: 207-712-5796

Position Details:
Statement of Job and Essential Functions:
1. Writing and editing to assist in revision of research methods textbook.
2. Development of online course materials and update Brightspace learning site for EDU 600, Research Methods, EDU 605, Testing and Assessment, and EDU 667, Action Research.
4. Create new data visualizations of BIPOC inspired by Du Bois’s data portraits to depict current social indicators of education at all levels, economic status, for EDU 600.

Supervisory Responsibilities:
There are no supervisory responsibilities

Budget Responsibilities:
None, there are no

Public and Professional Activities Related to Job Performance:
1. My plan is to produce another edition of my textbook by Feb, 2023.
2. The follow up will be professional development with part-time faculty in the new textbook.
3. Collaborate with community BIPOC partners to plan and produce viewing events for: University students, staff, faculty, and administrators, Community business and arts organizations, Immigrant centers and community services, Middle school and high school students, teachers, and administrators
   Maine Department of Education state leaders in history and social studies and staff

Internal Contacts
Jeff Beaudry

External Contacts
Editor, Guilford Publications
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Knowledge, Skills, and Abilities:
Reading, writing and editing
Planning and implementing professional development with teachers and university faculty

Required Qualifications:
Reading, writing, and editing skills
Development of instructional environments for graduate courses, in-person and online
Planning and production of professional development

Preferred Qualifications:
Community organization
Professional development

To Apply:
Submit your resume and cover letter via email to Jeff Beaudry (jeffrey.beaudry@maine.edu).