Graduate Assistant Job Description

Position Summary:
Title: Graduate Assistant

Department: Orientation & First Year Experience

Hours per Week: 20 hours/week

Duration:
- Portland: Full Academic Year
- Gorham: Fall Semester, Spring Semester
- LAC: Summer Semester
- Online/Distance: Fall Semester, Spring Semester

Total Stipend: $9000.00

Monthly Stipend: $1000.00

Scholarship Amount: $6000.00 (in-state) / $6000.00 (out-of-state)

Supervisor Name: Audrey Ames, Assistant Director of Orientation and First Year Experience
Supervisor E-Mail: audrey.ames@maine.edu
Supervisor Phone: 207-780-5334

Position Details:
Statement of Job and Essential Functions:
The Orientation and First Year Experience graduate assistant will work collaboratively with the Director and Assistant Director to develop and support extended orientation programming and first year experience programs. This includes gathering resources from across campus and packaging them in engaging ways to highlight for students at key points in the semester and helping to facilitate a variety of first year experiences through programming which will include departmental collaborations and development of new programs.

Supervisory Responsibilities:
- Development of workshop content for extended orientation sessions
- Highlighting existing campus resources and programs for first year experience activities
- Working to develop interactive and dynamic content for new student course and updating existing modules
- Assisting with Orientation sessions and campus visit days in January and August (if schedule permits)

Budget Responsibilities:
- Work with Assistant Director to plan budget utilization for giveaways and OL programming

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 Office of Orientation & First Year Experience
- Manage the department marketing strategy for all campus wide programs and events which includes banners, flyers, CMS, Navigator Application, News Flush, and all social media outlets.
- Assist in management and updating of the Navigator for all University events
- Oversee and update Orientation and First Year Experience event calendar, Student Affairs programmatic calendar and the University event calendar.
- Attend weekly OFYE Staff meeting

Internal Contacts
Graduate Assistant Job Description

Student Affairs

External Contacts
N/A

Knowledge, Skills, and Abilities:
Must be enrolled in coursework at the University of Southern Maine
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:
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 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
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

Preferred Qualifications:
N/A

To Apply:
Submit your resume and cover letter via email to Audrey Ames, Assistant Director of Orientation and First Year Experience (audrey.ames@maine.edu).