Position Summary:

Title: Graduate Assistant  
Hours per Week: 20 hours/week

Department: Recreation - Intramural and Club Sports

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

Duration:  
- 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: Katriana Pratt
Supervisor E-Mail: katriana.pratt@maine.edu  
Supervisor Phone: (207) 780-5368

Position Details:

Statement of Job and Essential Functions:
Reporting to the Coordinator of Recreation, the Recreation Graduate Assistant is to provide necessary administrative and programmatic support for events and programs hosted by the Club Sports Council, Intramurals, and Student Engagement & Leadership.

Supervisory Responsibilities:
Enhance student experience by offering a safe, friendly environment for organizing events and competitive sports and games within the campus community.
Co-Supervise Student Staff Office Assistants with the Coordinator of Recreation. This includes: hiring, training, and bi-weekly payroll submissions.
Serve as a primary contact for students who have questions about recreation and intramural office functions.
Co-Advise the Intramural programs.
Host bi-weekly meetings with the Sports Club Council.
Maintain accountability of intramurals by offering opportunities for teamwork, marketing, and game management experience

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 Office of Student Engagement & Leadership.
Manage the department marketing strategy for all campus wide programs and events which includes banners, flyers, CMS, Navigator Application, and all social media outlets.
Assist in management and updating of the Navigator for all University events.
Oversee and update Student Engagement & Leadership event calendar, Student Affairs programmatic calendar and the University event calendar.
Attend weekly Residential Life, Orientation, and Student Affairs meetings in the absence of the
Coordinator of Recreation
Coordinate and facilitate events within the Student Engagement & Leadership department (splitting the student engagement programming load with the Coordinator and other GA’s throughout a given month).
Assist the Office of Student Engagement & Leadership Traditions such as Weeks of Welcome, Homecoming/Family & Friend Weekend, Husky Fest, Greek Week, Spring Fling Week, Senior Week, and other large campus-wide events.
Facilitate effective and clear communication of programs and events with the Coordinator of Recreation

Internal Contacts
Student Engagement And Leadership & 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 multiple 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 interpersonal and communication skills
Strong interpersonal and organizational 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:
Familiarity with Intramural sports
Graduate Assistant Job Description

To Apply:
Submit your resume and cover letter via email to Katriana Pratt (katriana.pratt@maine.edu).