Graduate Assistant Job Description

Position Summary:
Title: Graduate Assistant
Hours per Week: 20 hours/week
Department: Student Engagement And Leadership

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: David Lewis
Supervisor E-Mail: david.lewis@maine.edu
Supervisor Phone: 207-780-5158

Position Details:

Statement of Job and Essential Functions:
Provide necessary administrative and programmatic support for Student Engagement & Leadership. Reporting to the Coordinator of Student Engagement & Leadership, the Student Programming & Events Graduate Assistant will provide support during late night programming and events sponsored by the Student Engagement Office, GCAB, Greek Life, and other Student Affairs Departments.

Supervisory Responsibilities:
Co-Advise Gorham Community Activities Board (GCAB) with Coordinator of Student Engagement and Leadership
Attend weekly GCAB E-Board meetings and general member meetings
Maintain accountability for organization ensuring adherence to constitutional obligations.
Bi-weekly one on one’s with GCAB
Co-Advise Student Staff Event Crew with the Coordinator of Recreation
Organize intramural weekly sign ups and scheduling for programs and events

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.
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).
Act as event manager for all programs and events put on by GCAB, Greek Life, and other Student Affairs Departments.
Assist in booking performers, speakers, and guest for large scale events which includes working with vendors, agents and the University procurement office.
Create and organize floor plans, shopping list, and other preparation tasks prior to programs and events.

Manage all sound equipment, lighting systems/boards, staging, and pipe/drape set up and storage. 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 Student Engagement & Leadership

**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 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 David Lewis (david.lewis@maine.edu).