Graduate Assistant Job Description

Position Summary:
Title: Graduate Assistant
Hours per Week: 20 hours/week
Department: Student Government Association

Location:
- Portland
- 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: Latre Sibi Lawson Owanda
Supervisor E-Mail: latre.lawson@maine.edu
Supervisor Phone: 207 228 8503

Position Details:
Statement of Job and Essential Functions:
The Student Government Association graduate assistant will work collaboratively with the Accountant Specialist of the Student Government Business Office to develop and support the administrative and financial daily functions of the office. This includes working directly with and supporting USM’s student senate, the student body president’s office, entity groups, clubs, and organizations with all accounting mechanisms and financial management procedures for the Student Activity Fee monies. The SGA graduate assistant will meet with students in person and via email/phone/zoom. And work directly with them to identify their needs and discuss potential solutions and/or resources available.

Supervisory Responsibilities:
Serve as a primary contact for USM’s student senate, the student body president’s office, entity groups, clubs, and organizations with the Student Government Business Office

Budget Responsibilities:
Work directly with the Accountant Specialist of the Student Government Business Office on all Student Activity Fee monies
☑ Work directly with student leaders on requesting and competing Purchase Orders and Debit Card Authorizations
☑ Assist in the preparation of deposits and bank reconciliations for accounts associated with the student activities fee monies

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 Student Government Business Office.
☑ Host weekly Entity Head meeting to review past and future events and expenditures and the needed steps to reconcile all expenses
☑ Assist in the preparation of Student Government Association annual audits with our third party
**Graduate Assistant Job Description**

Auditors
- Attend bi-weekly Student Senate meetings and Senate Financial Committee meetings to offer support as a representative of the Student Government Business Office

**Internal Contacts**
- Student Engagement & Leadership
- Student Affairs Departments
- Academic Advisors

**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

**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 accounting software; SAGE experience preferred

**Preferred Qualifications:**
- N/A

**To Apply:**
Submit your resume and cover letter via email to Latre Sibi Lawson Owanda (latre.lawson@maine.edu).