Graduate Assistantship in the Division of Lifelong Learning

The Division of Lifelong Learning (DLL) at the University of Maine serves learners across the lifespan. DLL learners have diverse academic and professional backgrounds -- graduate and undergraduate students, non-degree students, undergraduate degree completion, UMaineOnline, Summer University, Winter Session, Early College (Academ-e and Aspirations), Senior College, students from other University of Maine System institutions, transfer students from in-state and out-of-state institutions, employees and employers from Maine-based and regional businesses, UMaine and University of Maine System faculty and staff.

A graduate assistantship in the DLL can be an excellent opportunity for a UMaine graduate student to:
-- develop familiarity with policies and protocols in higher education
-- experience various aspects of online and lifelong learning program development
-- get exposure to student advising center operations
-- gain experience with electronic student information systems
-- have an opportunity to develop and maintaining collaborative relationships with UMaine administrators, faculty, staff, and students

Primary Responsibilities:

The Division of Lifelong Learning is looking for one or more graduate assistants with skills in one or more of the following areas:
● social media (content marketing, Facebook, LinkedIn)
● digital marketing and analytics
● UMaineGOLD’s areas of excellence: https://umaine.edu/gold/
● student data (enrollments retention, graduation) and learning analytics
● student support services including academic and non-academic advising
● various opportunities for market research for the DLL’s online programs

Qualified candidates will include:
● Outstanding oral and written communication skills
● High level of motivation, flexibility, creativity, initiative, and tact
● Technological fluency and capability to develop new technical skills; candidates should be facile in Google applications
● Data Skills

Position salary and benefits:
● 9-month Stipend for $15,200
● 18 credits of tuition for Academic Year + up to 6 credits in the summer
• ½ of the full cost of the University of Maine Health Insurance Policy for GAs

Applicants should submit:
• Resume
• Cover letter stating why they are interested in the position (include past job experience).
• A letter of recommendation from a previous supervisor or from a faculty member.