

Center for Student Involvement  
Graduate Assistant for Commuter Events

### **Description**

The Graduate Assistant for Commuter Events works closely and collaborates with professional staff and students to identify, develop, and execute a broad array of events, programs, and initiatives for the Commuter and Non-Traditional Student Body. These include but are not limited to social, cultural, recreational, and educational programs. The GA is a member of the Center for Student Involvement staff and participates in the full array of initiatives of the department. The GA is an ambassador for the department, the Division of Student Life, and the University. A positive attitude and action reflective of a future professional in Higher Education are essential.

### **Responsibilities may include**

- Assist in the development and implementation of events for the commuter population
- Advise the Commuter and Non-Traditional Students organization (CANS)
- Collaborate with CSI, Student Life and other University staff to develop and implement signature events (Commuter Week, Non-Trad Week, etc)
- Oversee the day-to-day operations of the Wade Center for Student Leadership
- Represent the department as a member of a Division of Student Life committee.
- Regularly assess student interest in current programs and assist with the initiation of new projects.
- Maintain and update the department website.
- Develop and maintain departmental marketing materials (print, web, social media)
- May supervise 6-10 student workers

### **Time commitment and availability**

Office hours will be negotiated with the supervisor and structured to best meet the needs of students and organizations the department supports. Evening office hours are to be expected. Due to the nature of this position, hours vary. Higher workloads are to be expected in advance of busy periods. Hours are expected to average about 20 hours per week. This position does include night and weekend responsibilities.

### **Required qualifications**

- B.A./B.S. in related field
- Acceptance into the Graduate School and full time enrollment at the University of Maine
- Valid driver's license

*Questions regarding this position should be directed to Benjamin Evans,  
Associate Director for Student Involvement. [benjamin.evans@maine.edu](mailto:benjamin.evans@maine.edu)*