



**Title:** Graduate Assistant for Student Involvement

**Department:** Center for Student Involvement

**Reports to:** Coordinator for Student Involvement

### **Overview**

The Graduate Assistant for Student Involvement works closely and collaborates with professional staff and students to identify, develop, and execute a broad array of events, programs, and initiatives for the UMaine 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 a wide array of student activities on campus.
- Co-chair several campus traditions such as Winter Carnival and the Finals Countdown with the Campus Activities team.
- Play an active role in identifying potential collaborations among student organizations and university departments.
- Collaborate with CSI, Student Life and other University staff to develop and implement signature events.
- Supervision of 8-12 student employees in conjunction with the Coordinator for Student Involvement.
- Creation and distribution of the Black Bear Bulletin weekly newsletter and social media posts (Instagram, TikTok, etc.).
- May assist with the UMaine UVote program or eSports Arena Management.
- Other duties, as assigned.

### **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. Working evening events 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 10 hours per week. This position does include night and weekend responsibilities.

### **Required qualifications**

- B.A./B.S. in a related field.
- Acceptance into the Graduate School and full time enrollment at the University of Maine.
- Must qualify under the Federal Work Study Program.
- Valid government ID with a clean record.

### **Preferred qualifications**

- Experience in campus activities programming.
- Demonstrated student leadership experience.
- Proficiency in standard productivity software (Wordpress, etc.) and social media platforms (Twitter, Instagram, Facebook, etc.)

### **Compensation**

- Tuition waiver up to 9 credit hours per academic semester.
- \$1,889/month stipend for 9 months per year.
- Portion of the Graduate Health Insurance Plan.
- Full compensation details awaiting collective bargaining agreement.