



Position Title: Graduate Assistant
Division: Student Life
Department: Title IX Student Services
Reports to: Deputy Title IX Coordinator

Position Description:

The Division of Student Life is seeking a Graduate Assistant (GA) for Title IX Student Services (TIXSS). The Graduate Assistantship in Title IX Student Services provides a vital role in promoting healthy relationships on campus, facilitating educational opportunities for students, and providing support to students affected by incidents of sexual harassment, sexual assault, stalking, and relationship/dating violence in compliance with: Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination (SaVE) Act, the Clery Campus Safety Act, relevant University of Maine and University of Maine System policy and procedures, and applicable state and federal laws. The GA serves in a manner that is consistent with the mission, vision, and values of the Division of Student Life to enhance the student experience at the University of Maine. This position begins on Monday, August 14, 2025, and concludes on Friday, May 8, 2026. The start date is non-negotiable.

General Responsibilities:

- Serve as an ambassador of the University and work closely with current students, staff, and community partners to develop programs and events
- Assist with the compliant and compassionate intake of Title IX complaints
- Participate in the annual Student Conduct Hearing Board training
- Volunteer for student conduct hearing boards and appellate cases, as appropriate
- Maintain regular office hours (20 hours per week, on-site)
- Advise Title IX Student Ambassadors through programming and peer initiatives
- Attend weekly Title IX Case Management meetings
- Participate in regularly scheduled individual supervision with the Deputy Title IX Coordinator
- Perform other essential duties assigned by the Deputy Title IX Coordinator

Community Programming:

- Implement campus and community programming for Domestic Violence Awareness Month (DVAM) (October) and Sexual Assault Awareness Month (SAAM) (April)
- Create an inclusive campus climate through programmatic involvement and Division committee service
- Serve as a programming liaison between Title IX Student Services and various divisions or departments of campus and the off-campus community

- Establish positive working relationships with the Confidential Resource Advisors (CRA)

Marketing / Education:

- Develop and implement marketing via bulletin boards, flyers, social media, Campus Groups, etc.
- Co-facilitate prevention presentations and educational programming
- Record participation of students, staff, and faculty in Title IX training provided throughout the year
- Identifies external funding opportunities, or grants, to promote the mission of TIXSS
- Participate in the production of reports and summaries to the campus community, as appropriate

Qualifications:

- A conferred bachelor's degree
- Full-time enrollment in a graduate program at the University of Maine, Orono
- Maintain a minimum graduate GPA of 3.0
- Availability to work during regular business hours
- Highly organized with strong communication and interpersonal skills
- Candidate must be able to work independently as well as part of a team
- In a commitment to the development of professionals in Student Affairs, first consideration will be given to students enrolled in the Higher Education graduate programs
- Candidate must be eligible for U.S. Federal Work-Study

Schedule:

This position is twenty (20) hours per week for one (1) academic year but is renewable for up to three (3) academic years. This position is held for nine (9) months, approximately mid-August through mid-May. University of Maine business hours are Monday through Friday, 8:00 am-4:30 pm. The employee will determine the GA work schedule and regular office hours in consultation with their supervisor. Work beyond regular business hours, including weekends, will occasionally be necessary to complete the position's requirements.

Compensation:

- Tuition waiver up to nine (9) credit hours per academic semester
- Portion of the Graduate Health Insurance Plan
- \$17,500 stipend paid over 9 months (on the last business day of the month)

To Apply:

Share a resume, a brief cover letter, and a list of three professional references to Cameron (Cam) McDonnell, Deputy Title IX Coordinator for the University of Maine and the University of Maine at Machias, via email at cam.mcdonnell1@maine.edu.