



Student Life

Bodwell Center for Service and Volunteerism

Graduate Assistant Position Description

MISSION: Create and encourage civic-mindedness by building an engaged campus through the promotion of service learning and volunteerism to students, faculty, and staff to strengthen our local, national, and global communities.

POSITION OVERVIEW:

- **Title:** Graduate Assistant – Community Engagement Coordinator
- **Location:** Bodwell Center for Service and Volunteerism
- **Hours:** 20 hours/week. Evening and weekend work is required occasionally.
- **Duration:** 9 months (starting mid to late August)
- **Eligibility:** must be a US citizen who is eligible for Federal Work-Study and meets Graduate School requirements

WHY THIS ROLE?:

- **Financial Support:** Competitive stipend paid monthly (September to May) plus a tuition waiver covering up to 18 credits.
- **Skill Building:** Develop a comprehensive skill set, including:
 - Leadership and team management skills to guide students and foster a collaborative environment.
 - Organizational and multitasking abilities to manage program logistics and simultaneous programs/events efficiently.
 - Communication skills to connect with diverse audiences, including students, faculty, program directors, and community partners.
 - Event planning skills to design and execute activities.
 - Technical skills in data management.
 - Problem-solving and adaptability to address challenges.
 - Marketing skills to promote community service and actively engage students.
- **Community Impact:** Inspire UMaine students to serve while supporting local organizations and initiatives.

RESPONSIBILITIES:

- **Campus Collaboration:** Strengthen partnerships with the Assistant Director of Sports Clubs, Coordinator of Fraternity and Sorority Life, Coordinator for Student Organizations, Community Standards staff, and Office of International Programs to engage students and provide opportunities for required and voluntary community service activities.

- **Community Engagement:** Build partnerships with local schools, community agencies, and UMaine departments to develop and maintain student engagement in service activities.
- **Event Planning:** Collaborate with community organizations and Student Life departments on large-scale events throughout the academic year, including American Red Cross blood drives (4), Spirit Week, and the Student Life Leadership Awards.
- **Outreach & Presentations:** A focused and concentrated effort to meet with all student organizations and other groups as necessary to educate and advocate for data collection of volunteer efforts. Speak to classes as requested and table at campus events to promote volunteerism, especially in September.
- **Student Consultation:** Assist individual students in identifying service opportunities that align with their career goals, class requirements, required service hours, and personal interests.
- **Communication:** Regular communication via email and phone with students and community organizations, along with weekly outreach for service opportunities and upcoming events. Provide consistent communication of project details, reminders, and changes with participants.
- **Data Management:** Manage listings on the Project Page and in Campus Groups. Accurately track and report student and student organization participation in service activities using spreadsheets and database systems.
- **Social Media & Marketing:** Manage and grow the Bodwell Center's presence on Facebook and Instagram to share program highlights and engage students.
- **Campus Food Insecurity Support:** Assist the Coordinator with ordering and managing the Black Bear Exchange, the campus food pantry.

QUALIFICATIONS:

- **Education:** Bachelor's degree
- **Experience:** Community service and leadership experience.
- **Skills:** Strong interpersonal, communication, and organizational abilities
- **Teamwork & Independence:** Comfort working collaboratively and independently
- **Marketing:** Website and social media skills are a plus!

PERKS BEYOND THE ROLE:

As a Bodwell Center GA, you will participate in exciting campus events and activities organized by other Student Life departments throughout the year, like Maine Hello, Cash Cab, Halloweekend, Winter Carnival, Family and Friends Weekend, Homecoming, and more. These opportunities will expand your network and enhance your graduate school journey. The GA will also have various duties to support the Coordinator, student employees, and other Bodwell Center programs as necessary.

HOW TO APPLY:

Applicants should submit a letter of application, resume, and the names, addresses and telephone numbers of three references to:

Lisa Morin, Coordinator, Bodwell Center
139 Rangeley Road
Orono, ME 04469
Email: lisa.morin@maine.edu

(The University of Maine is a tobacco-free environment.)

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