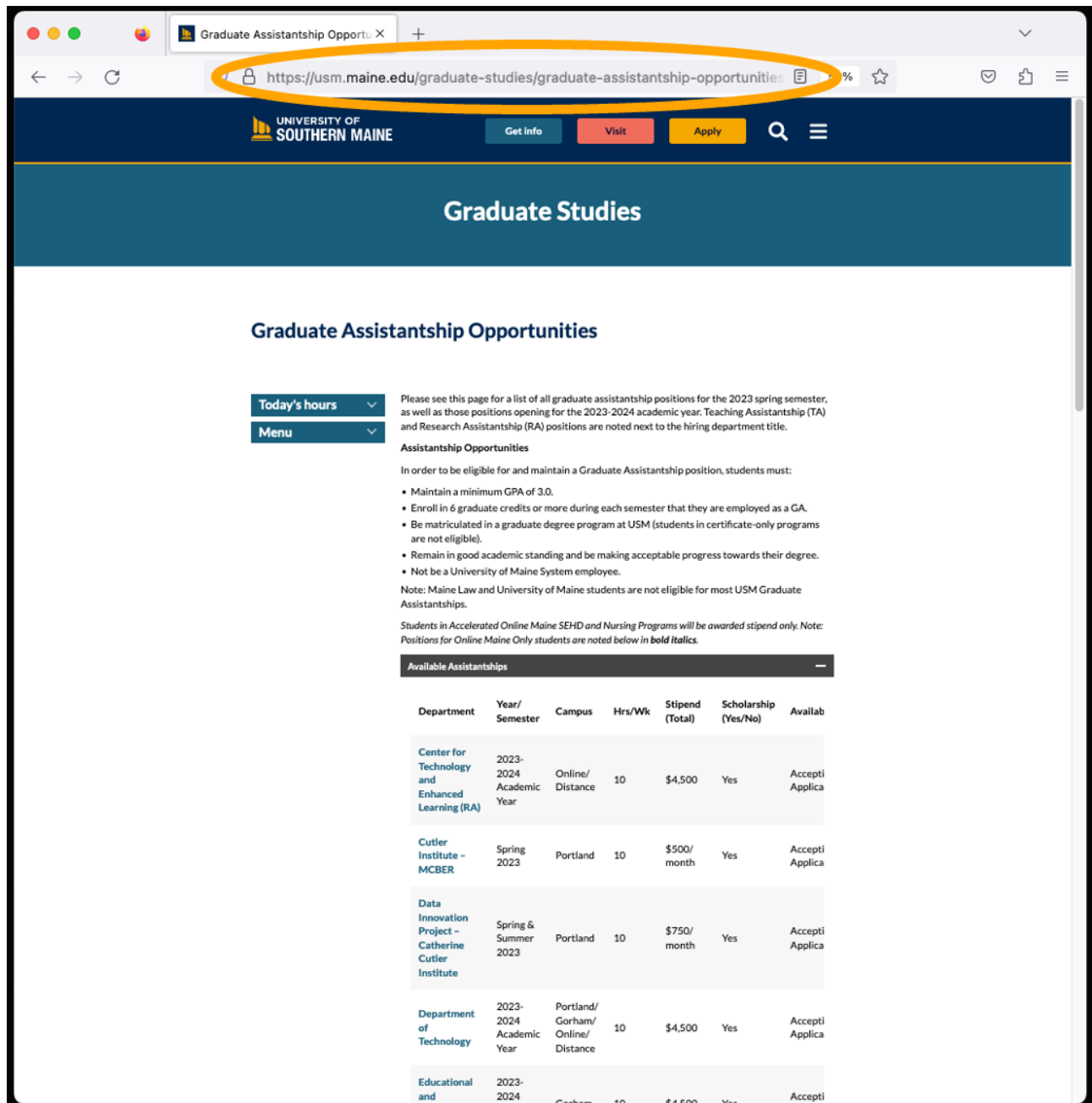


Applying for a Graduate Assistantship (GA) at the University of Southern Maine

1. Visit the GA Opportunities page: <https://usm.maine.edu/graduate-studies/graduate-assistantship-opportunities/>



2. Scroll down the GA Opportunities page to find the Department to which you wish to apply.

Today's hours

Menu

Please see this page for a list of all graduate assistantship positions for the 2023 spring semester, as well as those positions opening for the 2023-2024 academic year. Teaching Assistantship (TA) and Research Assistantship (RA) positions are noted next to the hiring department title.

Assistantship Opportunities

In order to be eligible for and maintain a Graduate Assistantship position, students must:

- Maintain a minimum GPA of 3.0.
- Enroll in 6 graduate credits or more during each semester that they are employed as a GA.
- Be matriculated in a graduate degree program at USM (students in certificate-only programs are not eligible).
- Remain in good academic standing and be making acceptable progress towards their degree.
- Not be a University of Maine System employee.

Note: Maine Law and University of Maine students are not eligible for most USM Graduate Assistantships.

Students in Accelerated Online Maine SEHD and Nursing Programs will be awarded stipend only. Note: Positions for Online Maine Only students are noted below in **bold italics**.

Available Assistantships

Department	Year/Semester	Campus	Hrs/Wk	Stipend (Total)	Scholarship (Yes/No)	Availab
Center for Technology and Enhanced Learning (RA)	2023-2024 Academic Year	Online/Distance	10	\$4,500	Yes	Accepti Applica
Cutler Institute - MCBER	Spring 2023	Portland	10	\$500/month	Yes	Accepti Applica
Data Innovation Project - Catherine Cutler Institute	Spring & Summer 2023	Portland	10	\$750/month	Yes	Accepti Applica
Department of Technology	2023-2024 Academic Year	Portland/ Gorham/ Online/ Distance	10	\$4,500	Yes	Accepti Applica
Educational and	2023-2024	Casham	10	\$4,500	Yes	Accepti

- When you reach the position you would like to apply for, click on the department name. ***In this example, the person wishes to apply for Orientation and First Year Experience.***

Department	Year	Location	Hours	Salary	Stipend	Application Status
Educator Preparation	2024 Academic Year	Gorham	10	\$4,500	Yes	Accepti Applica
Graduate Student Professional Development Fund	2023-2024 Academic Year	Portland	10	\$4,500	Yes	Accepti Applica
MPPM	Spring 2023	Portland	10	\$500/month	Yes	Accepti Applica
Occupational Therapy (TA)	2023-2024 Academic Year	Portland/ LAC/ Online/ Distance	10	\$4,500	Yes	Accepti Applica
Office of Graduate Studies	2023-2024 Academic Year	Portland/ Online/ Distance	20	\$9,000	Yes	Accepti Applica
Orientation and First Year Experience	2023-2024 Academic Year	Gorham	10	\$4,500	Yes	Accepti Applica
Political Science	2023-2024 Academic Year	Portland	10	\$4,500	Yes	Accepti Applica
Residential Life	2023-2024 Academic Year	Portland	20	\$4,500 +housing +meal plan	Yes	Accepti Applica
Residential Life & Graduate Studies	2023-2024 Academic Year	Portland	20	\$4,500 +housing +meal plan	Yes	Accepti Applica
Residential Life & Maine School of Law	2023-2024 Academic Year	Portland	20	\$4,500 +housing +meal plan	Yes	Accepti Applica
School of Education and Human Development	July 1, 2023 – June 30, 2024	Gorham	10	\$6,000	Yes	Accepti Applica
School of Nursing	Spring 2023	Portland	10	\$500/month	Yes	Accepti Applica
Special Education	2023-2024 Academic Year	Gorham	10	\$4,500	Yes	Accepti Applica

https://usm.maine.edu/graduate-studies/wp-content/uploads/sites/307/2023/03/GA-JD_2023-24_Orination-FYE-Ames.pdf

- After clicking the hyperlinked department name, a new window will open. This new window is the job description for the specific department's GA position. Scroll down to the end of the job description document.

UNIVERSITY OF SOUTHERN MAINE
PORTLAND • GORHAM • LEWISTON • ONLINE

Graduate Assistant Job Description

Position Summary:

Title: Graduate Assistant **Hours per Week:** 10 hours/week
Department: Orientation and First Year Experience

Location:	Duration:
<input type="checkbox"/> Portland	<input checked="" type="checkbox"/> Full Academic Year
<input checked="" type="checkbox"/> Gorham	<input type="checkbox"/> Fall Semester
<input type="checkbox"/> LAC	<input type="checkbox"/> Spring Semester
<input type="checkbox"/> Online/Distance	<input type="checkbox"/> Summer Semester

Total Stipend: \$4,500 **Monthly Stipend:** \$500
Scholarship Amount: \$3,000 (in-state) / \$5,000 (out-of-state)

Supervisor Name: Audrey Ames **Supervisor Phone:** 207-780-5334
Supervisor E-Mail: audrey.ames@maine.edu

Position Details:

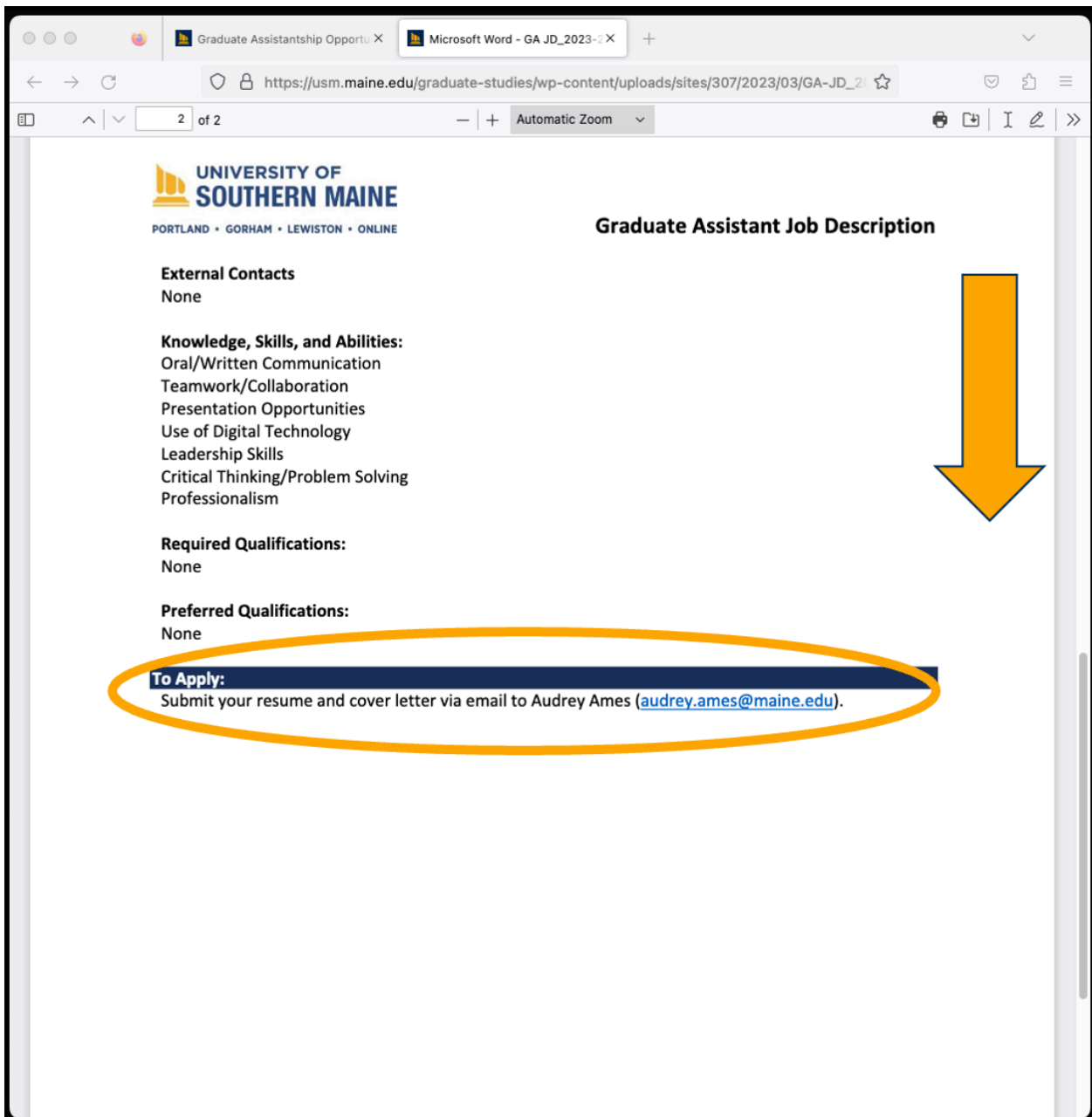
Statement of Job and Essential Functions:
The Orientation and First Year Experience graduate assistant will work collaboratively with the OFYE staff to develop and support extended orientation programming and first year experience programs. This includes gathering resources from across campus and packaging them in engaging ways to highlight for students at key points in the semester and helping to facilitate a variety of first year experiences through programming which will include departmental collaborations and development of new programs.

Essential duties of the position
Development of workshop content for extended orientation sessions
Highlighting existing campus resources and programs for first year experience activities
Management of OFYE social media accounts and development of content on accounts
Working to develop interactive and dynamic content for new student course and updating existing modules
Assisting with Orientation sessions and campus visit days in January and August (if schedule permits)

Supervisory Responsibilities:
None

5. The last section of the GA Job Description document is entitled “To Apply” and contains the instructions for how an interested student should go about applying for this specific position. Any additional information or materials needed to apply for this position (such as a writing sample) will be noted in this section, though the majority of the time this section reads, “Submit your resume and cover letter via email to” and has the name and email address of the person responsible for hiring this position (typically the supervisor).

In this example, the applicant should submit their resume and cover letter via email to Audrey Ames.



The screenshot shows a web browser window with the URL https://usm.maine.edu/graduate-studies/wp-content/uploads/sites/307/2023/03/GA-JD_21. The page header includes the University of Southern Maine logo and the text "UNIVERSITY OF SOUTHERN MAINE PORTLAND • GORHAM • LEWISTON • ONLINE". The main heading is "Graduate Assistant Job Description".

External Contacts
None

Knowledge, Skills, and Abilities:
Oral/Written Communication
Teamwork/Collaboration
Presentation Opportunities
Use of Digital Technology
Leadership Skills
Critical Thinking/Problem Solving
Professionalism

Required Qualifications:
None

Preferred Qualifications:
None

To Apply:
Submit your resume and cover letter via email to Audrey Ames (audrey.ames@maine.edu).

- The applicant then sends an email with their application materials attached, to the hiring supervisor, as outlined in the GA Job Description document.

If a person wishes to apply for more than one GA position, they are absolutely welcome to do so. The student will need to apply for each individual GA position separately.

From there, the hiring supervisor will reach out to the applicant directly.

