

**Position Summary:****Title:** Graduate Assistant**Hours per Week:** 10 hours/week**Department:** English for Speakers of Other Languages**Location:**

- Portland  
 Gorham  
 LAC  
 Online/Distance

**Duration:**

- Full Academic Year  
 Fall Semester  
 Spring Semester  
 Summer Semester

**Total Stipend:** \$4,500**Monthly Stipend:** \$500**Scholarship Amount:** \$3000 (in-state) / \$5000 (out-of-state)**Supervisor Name:** Michelle Perry**Supervisor Email:** michelle.d.perry@maine.edu**Supervisor Phone:** 207-780-4365**Position Details:****Statement of Job and Essential Functions:**

As the immigrant and asylum-seeker populations continue to grow in Maine and within the USM student body, there is a greater demand for instructors and support professionals who are experienced in working with this unique population. Our department is looking to offer hands-on guidance and training to an individual seeking this career path. This candidate from the education department would assist with teaching and tutoring duties within our program. This would include collaborating with instructors during class time by leading breakout instructional groups, assisting in the delivery and planning of review and practice sessions outside of scheduled course times, delivering tutoring interventions (as requested by instructors) to small groups and individuals, and/or pairing as an instructional aid during class-time with new, and struggling students.

## Specific duties/ roles:

Classroom assistant (general classroom facilitation and student support)

Substitute instructor (as needed)

Teacher aide (assisting with planning, educational preparation, and assessment for courses)

Specialized (ESOL) academic and educational technology support tutor

Online learning assistant/ innovator

Social media educational content assistant

Placement assessment assistant coordinator

**Supervisory Responsibilities:**

N/A

**Budget Responsibilities:**

N/A

**Public and Professional Activities Related to Job Performance:**

## Graduate Assistantship Job Description

The graduate assistant will have regular contact with students for orientation support and throughout the semester via classroom and individual contacts. This individual may also work with members of the public who are seeking guidance and information about our program or participating in placement assessments. This position includes social media outreach opportunities, and may also involve assisting with informational presentations and outreach to faculty members, prospective students, and members of the USM and local community.

### Internal Contacts:

ESOL Program administrative staff and faculty, International Programs Office staff, the Learning Commons, the Office of the Registrar, CTEL and IT. May also include Student and Residential Life Offices, USM Multicultural/Student Diversity Offices, and various academic departments.

### External Contacts:

Various members of the public. May include adult education facilities and community immigrant resource groups.

### Knowledge, Skills, and Abilities:

The candidate should have strong oral and written communication skills and experience with intercultural communication and ESOL education, tutoring and/or classroom instruction. The candidate should have strong collaborative abilities and creative problem-solving skills and should be highly organized and have some experience with data management. As the candidate will work directly with students, faculty, and the public, demonstrating professionalism, responsiveness and respect are also essential. Strong technical/computer skills are critical, and should include experience with social media outreach and online educational resources/tools and platforms. Familiarity with local immigrant and international student communities is preferred.

### Required Qualifications:

Must not be a University of Maine System employee.  
Bachelor's Degree and/or graduate study in the field of education.  
Interest in building experience in the field of ESOL education.  
At least one year of general classroom support and/or tutoring experience.  
Strong oral and written communication skills.  
Strengths in organization and collaboration.  
Experience with data management (data entry, tracking, and/or analysis)  
Strong computer skills and experience with social media outreach and online educational tools/ platforms.  
Experience with intercultural communication.

### Preferred Qualifications:

Bachelor's Degree and/or graduate study in TESOL.  
Academic experience in linguistics, composition, and/or a foreign language.  
Familiarity with local immigrant and international student communities.  
Familiarity with the USM community, student and academic resources.  
Valid Maine driver's license.

### To Apply:

Submit your resume and cover letter via email to Michelle Perry ([michelle.d.perry@maine.edu](mailto:michelle.d.perry@maine.edu)).