

## Graduate Assistantship Job Description

**Position Summary:****Title:** Graduate Assistant**Hours per Week:** 10 hours/week**Department:** Literacy, Language, & Culture**Location:** Portland Gorham LAC Online/Distance**Duration:** Full Academic Year Fall Semester Summer Semester Spring Semester**Total Stipend:** \$4,500.00**Monthly Stipend:** \$500.00**Scholarship Amount:** \$3,000 (in-state) / \$5,000 (e-tuition \$3,500) (out-of-state)**Supervisor Name:** Dr. Kathleen McGovern**Supervisor Email:** [Kathleen.mcgovern@maine.edu](mailto:Kathleen.mcgovern@maine.edu)**Supervisor Phone:** 207-780-5844**Position Details:****Statement of Job and Essential Functions:**

This graduate assistant (GA) position would require the GA to assist Dr. McGovern in her research, teaching, and service. She is currently awaiting the status of a grant to investigate adult ESOL opportunities in the state of Maine. Should the grant be awarded, the GA would play a major role in supporting the grant by assisting in collecting, organizing, and analyzing data regarding ESOL programs for adult new Mainers to identify strengths and weaknesses in the offerings. Dr. McGovern's research also focuses on drama-based pedagogy with multilingual learners and the GA may be required to support this research through conducting literature reviews, transcribing data, and copyediting papers. Opportunities to co-author and present at conferences may arise from this position. In the area of teaching, the GA may be asked to assist Dr. McGovern in preparing courses in Brightspace and editing materials, including syllabi. In the area of service, the GA may be asked to assist in planning the annual Northern New England TESOL conference to be held in November 2024. The GA will not be expected to work over 10 hours per week, nor to work on all of these projects simultaneously. Work will be assigned and negotiated on a weekly basis and training will be provided. It is expected that the GA will be able to manage their time and work independently, reaching out to ask questions and report on progress.

**Supervisory Responsibilities:**

None

**Budget Responsibilities:**

None

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

The GA may be required to interact with educators and scholars in the field of education across the region.

**Internal Contacts:**

The GA may be required to collaborate with a research team housed in the Literacy, Language, & Culture Department at USM.

**External Contacts:**

The GA may be responsible for recruiting participants external to the university to a research study.

**Knowledge, Skills, and Abilities:**

The GA is expected to have strong computer skills including in Zoom and Google Suites (especially Google Forms, Sheets, and Docs). A candidate willing to be proactive about developing those skills will be considered. Ideally, the candidate will also have some knowledge of language education, particularly in the state of Maine or with adult learners.

**Required Qualifications:**

Candidate must have strong computer skills and interpersonal skills.  
Must not be a University of Maine System employee.

**Preferred Qualifications:**

It is preferred that the candidate have some prior experience in one or more of the following areas: ESOL education, adult education, drama/drama education, working with immigrant and refugees, and/or familiarity with the state of Maine.

**To Apply:**

Submit your resume and cover letter via email to Dr. Kathleen McGovern ([Kathleen.mcgovern@maine.edu](mailto:Kathleen.mcgovern@maine.edu)).