

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/>

Graduate Assistantship Opportunities

Please see this page for a list of all Graduate Assistantship (GA) positions for Spring 2024 and the 2024-2025 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 listed below in **bold italics** and include the term "**OLME**" below the department name.

Department	Year/Semester	Campus	Hrs/Wk	Stipend (Total)	Scholarship (Yes/No)	Availability
<i>Career & Employment Hub: Career Exploration Internship Program</i>	Summer 2024	Portland	20	\$5,000	Yes	Accepting Applicant
<i>Catherine Cutler Institute</i>	Summer 2024	Portland/ Online/ Distance	10	\$2,000	Yes	Accepting Applicant
<i>Disability Services Center</i>	2024-2025 Academic Year	Portland	20	\$9,000	Yes	Accepting Applicant
<i>Educational Psychology and School Psychology (Blair)</i>	2024-2025 Academic Year	Gorham/ Online/ Distance	10	\$4,500	Yes	Accepting Applicant

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

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- 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.*

The screenshot shows a web browser window displaying the University of Southern Maine's Graduate Assistantship Opportunities page. The page features a table with the following data:

Department	Year	Location	Hours	Salary	Benefits	Status
Educational and School Psychology (Wickerd)	2024-2025 Academic Year	Gorham	10	\$4,500	Yes	Accepting Applicant
Educational and School Psychology (Wickerd)	July 2024 - June 2025	Gorham	10	\$6,000	Yes	Accepting Applicant
Engineering (RA)	Spring 2024 - Fall 2025	Gorham	10	\$4,500/year	Yes	Accepting Applicant
Nursing	2024-2025 Academic Year	Portland	10	\$5,000	Yes	Accepting Applicant
Nursing - STEM	2024-2025 Academic Year	Portland	10	\$4,500	Yes	Accepting Applicant
Office of International Programs	2024-2025 Academic Year	Portland/ Online/ Distance	10	\$4,500	Yes	Accepting Applicant
Online Nursing Programs	2024-2025 Academic Year	Online/ Distance	10	\$4,500	Yes	Accepting Applicant
Orientation and First Year Experience	2024-2025 Academic Year	Gorham	10	\$4,500	Yes	Accepting Applicant
Sociology	2024-2025 Academic Year	Portland	20	\$9,000	Yes	Accepting Applicant
Special Education (TA)	2024-2025 Academic Year	Gorham/ Online/ Distance	10	\$4,500	Yes	Accepting Applicant
Teacher Education	Spring 2024	Gorham	15	\$3,000	Yes	Accepting Applicant
Technology	2024-2025 Academic Year	Gorham/ Online/ Distance	10	\$4,500	Yes	Accepting Applicant

- 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.

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Graduate Assistant Job Description

Position Summary:

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

Location:
 Portland Gorham LAC Online/Distance

Duration:
 Full Academic Year Fall Semester
 Summer Semester Spring Semester

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

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

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

- 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 displaying a document titled "Graduate Assistant Job Description" from the University of Southern Maine. The document content is as follows:

UNIVERSITY OF SOUTHERN MAINE
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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 welcomed 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.

