

Graduate Assistantship Job Description

Position Summary:

Title: Graduate Assistant

Hours per Week: 10 hours/week

Department: Learning Commons (Writing Center)

Location:

☒ Portland

☒ Gorham

☐ LAC

☐ Online/Distance

Duration:

☐ Full Academic Year

☐ Fall Semester

☒ Summer Semester

☒ Spring Semester

Total Stipend: \$1,500

Monthly Stipend: \$500 (April – June)

Scholarship Amount: \$1,500 (in-state) / \$2,500 (out-of-state)

Supervisor Name: Carrie Kancilia

Supervisor Email: carrie.kancilia@maine.edu

Supervisor Phone: 207-780-4955

Position Details:

Statement of Job and Essential Functions:

The GA for the Writing Center contribute a multifaceted service of providing graduate-level writing support, a supervisory function, and ensure smooth operation of the Writing Center. Our GA provides an immense amount of value to the students of USM.

The essential duties of this position are detailed below:

- Devote 10 hours a week to WC-related matters in which the GA provides several hours of weekly tutoring on the Portland and Gorham campus and online when needed.
- Act as a physical presence on the Portland campus during some of the hours when the WC supervisor is teaching and cannot be there
- Design promotional materials to publicize the Writing Center
- Facilitate in-class visits and Writing Center "tours" for faculty across campuses and disciplines
- Conduct formal and informal observations of fellow tutors (formal observations conducted once a semester)
- Provide WC supervisor with reports about any matters that might needing attention
- Develop website materials for both the student-facing "My USM" site and the external website
- Maintain the Writing Center's social media and email accounts
- Create content for workshops for faculty across disciplines at USM, which GA will lead
- Develop a research project on Writing Center practices and pedagogy for presentation at the regional and international conferences next year, and for eventual publication

Supervisory Responsibilities:

The core supervisory responsibilities are to act as a physical presence when the supervisor is teaching, helping tutors to navigate any issues and asking questions of anyone entering the Writing Center space at 325 Glickman on the Portland campus. The person in this role will work closely with the WC supervisor for the smooth functioning of Writing Services

Budget Responsibilities:

N/A

Graduate Assistantship Job Description

Public and Professional Activities Related to Job Performance:

This role offers a USM graduate student the opportunity to offer writing support to the graduate student population, the chance to liaise with multiple departments across the campus on writing matters, and the support to develop a research project related to WC studies and pedagogy. A strong candidate for this role has strong communication and public speaking skills that they wish to further hone, and is comfortable taking on a supervisory role with undergraduate students.

Internal Contacts:

See above

External Contacts:

N/A

Knowledge, Skills, and Abilities:

The ideal candidate for this role would have some background in tutoring or test prep. They must have a strong background in writing, but need not have an English degree. Other preferred skills:

- Oral/Written Communication
- Teamwork/Collaboration
- Research Skills
- Presentation Opportunities
- Publishing Opportunities
- Use of Digital Technology
- Leadership Skills
- Critical Thinking/Problem Solving
- Professionalism

Required Qualifications:

- Must be a matriculated student at USM
 - Enrolled in at least 6 credits for the Spring 2025 semester AND
 - Enrolled in at least 3 credits during the Summer 2025 semester and/or continuing at least 3 credits in the Fall 2025 semester
- Strong written and oral communication skills
- An interest in student support services
- A compassionate and flexible attitude
- Flexibility in schedule for supervisory coverage needs
- Demonstrated excellence in GAs course of study
- Ability to visit the Gorham space throughout the year
- Must not be a University of Maine System employee.

Preferred Qualifications:

- Background as a writing tutor
- Interest in teaching, tutoring, and pedagogy
- Desire to conduct institutional research about USM

To Apply:

Submit your resume and cover letter via email Carrie Kancilia (carrie.kancilia@maine.edu) as soon as possible. Applications will be reviewed on a rolling basis.