

## Applying for a Graduate Assistantship (GA/RA/TA)

Included here are instructions outlining the process of applying for Research Assistantships (RA) Teaching Assistantships (TA), and Graduate Assistantship-Administrative (GA) positions at the University of Southern Maine—collectively referred to as “GAs.” This process is overseen by the Office of Graduate Studies (OGS), in partnership with academic departments and administrative units across the institution. This document also contains a brief Q&A section to help you in navigating the process.

Each posting contains vital information specific to the position (e.g., department, expected number of hours per week, whether use of personal computer or laptop is required, etc.). There is also information about required application materials, the date by which students must apply, and when hiring decisions are expected to be made. Please note that graduate research, teaching, and administrative positions are not secured until a formal appointment letter is issued and signed by the graduate worker.

Keep reading to learn how to apply to a GA position at USM!

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### 1. Visit the GA Opportunities page.

Navigate to the [Graduate Assistantship Opportunities page on the OGS website](#). There you will find a bulleted list of eligibility requirements (be sure to take a look at those!), followed by a table containing any available GA positions that are open to applicant submissions.

### 2. Scroll through to find any department(s) of interest that are hiring.

The table provides a high-level overview of each position, including the hiring department, type of position (RA/TA/GA), semesters during which the appointment will take place, campus location, required hours per week, and the “apply by” date.

### 3. Click on a position of interest to learn more about it.

Within the “Department” column for each listing is the name of the hiring department, which hyperlinks to a document with a detailed job description. The job description PDF has a summary of the logistical details, including the location, start date, compensation, along with supervisor name and contact info. Position details within the document provide additional information about the essential functions, budget and supervisory responsibilities, as well as any required and preferred qualifications.

#### 4. Scroll to the “To Apply” section of the job description document.

The third section of the job description document is where to find instructions for applying to the position. Here, every job description contains:

- **Required application materials.** Most request two documents: a resume and cover letter. If any other materials are required (e.g., a writing sample), those are included here.
- [Graduate Assistant Application form link](#). Every student, regardless of academic program or position of interest, is required to submit an application using the standard Graduate Assistant Application form, which is linked directly in the job description document.
- **“Apply By” date.** Each position has a date by which all applications must be received in order to be considered for the role.
- **Decision date.** Each position has a date by which candidates should receive notice of employment decisions, so you have an idea of when you should expect to hear back about whether or not the position is being offered to you.

#### 5. Submit your Graduate Assistant Application via the linked form.

The [Graduate Assistant Application form](#) contains three sections that must be completed.

- **Student Information** questions ask for some basic details about you, such as your name, student ID number, academic program, number of credits you have completed, etc.
- **Position Information** is where you will enter *information about the specific position*, pulling those details from the job description itself. Be sure to include the type of position (GA/RA/TA), name of the hiring department, supervisor name and email address (copy and paste directly from the job description), and a hyperlink to the job description document.
- **Document Uploads** has three different spaces to upload your documents: one specifically for your resume, one for your cover letter, and a third (optional) section to add any additional documents required to apply for the position, as detailed in the job description. (Note: most positions require only a resume and cover letter, and do not request additional uploads beyond those two documents.)

Once you submit the form, you will see a message on the screen confirming receipt.

#### 6. Await outreach from the hiring team.

The hiring department will receive and review your application materials, and will follow-up with you based on their established timeline in the job description “To Apply” section.

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## Applying for an Assistantship Q&A

**Q: Can I apply for more than one GA/RA/TA position?**

**A:** Yes! If you wish to apply for more than one GA position, you are absolutely welcomed to do so, though you will need to apply for each individual position separately.

**Q: Do I have to apply for each individual position, or can I just submit one application for all positions I'm interested in?**

**A:** You must apply to each position separately. The [Graduate Assistant Application form](#) has questions asking about the specific position you are applying for (name of hiring department, supervisor name and email address, and the URL to the job description document itself).

**Q: Do I need to submit an application if I have been a GA/RA/TA at USM in the past?**

**A:** Yes, even if you have held a GA/RA/TA position at USM, we must have an application on file. Your resume and cover letter will be sent to the hiring department once you complete the application.

**Q: Who do I contact if I have questions about a particular GA/RA/TA position?**

**A:** Please reach out to the supervisor identified in the job description (under the "Position Summary" section on the first page of the job description document) if you have questions specific to a particular GA/RA/TA position.

**Q: Who do I contact if I have questions or run into issues with the Graduate Assistant Application form?**

**A:** Please reach out to the Office of Graduate Studies with questions about the Graduate Assistant Application form: [usmgradstudies@maine.edu](mailto:usmgradstudies@maine.edu) or 207-780-4872.

**Q: Who do I contact if I have questions about the GA program at USM?**

**A:** Please reach out to the Office of Graduate Studies with questions about the GA program in general: [usmgradstudies@maine.edu](mailto:usmgradstudies@maine.edu) or 207-780-4872.