

Graduate Assistantship Job Description

Position Summary:

Title: Graduate Assistant

Department: New England Environmental Finance Center

Hours per Week: 20 hours/week

Location(s): Portland

Lab (if applicable): n/a

Duration: 5/17/2026 – 8/29/2026

Anticipated Start Date: 5/17/2026

Total Stipend: \$4,730 for master's-level students / \$5,520 for doctoral-level students, to be distributed on a biweekly basis

Tuition Waiver: up to 6 graduate credits during the Summer 2026 term (pending enrollment)

Supervisor Name: Andrea Berry

Supervisor Email: andrea.berry@maine.edu

Supervisor Phone: (207)-780-5016

*** Per [CBA, Art. 38, § 7](#), graduate workers who are on approved remote work arrangement may need to physically come to campus periodically to perform work or attend meetings. Check with the supervisor for any on-campus requirements.*

Other Information:

- The University offers a GA/TA/RA health benefit plan to USM graduate workers through Gallagher Health. Additionally, effective July 1, 2026, workers have access to dental and vision insurance options and voluntary retirement savings plans; USM will not cover these costs.
- Graduate workers are also eligible for resources through the UMS Employee Assistance Program (EAP).

Position Details:

Statement of Job:

Since 2001, the New England Environmental Finance Center (NEEFC) at the University of Maine has served EPA Region 1 as the regional technical assistance provider for building local capacity to address the growing cost of protecting critical environmental resources and fostering resilient communities. Our programs reflect the most urgent needs of the six New England states which include funding and financing for climate adaptation and resilience, stormwater and nutrient management, water infrastructure, and sustainable operations. We build local capacity and provide assistance to move projects forward to the funding and financing and to the implementation phase.

The NEEFC graduate assistant will work collaboratively with NEEFC staff to support environmental grant seekers and recipients of Congressionally Directed Spending (aka Federal Earmarks) for projects under the EPA. This work will include community outreach, database management, and direct technology support calls with grant recipients. Specifically, this position will work with communities receiving Congressionally Designated Spending funds and assist these recipients with navigating Grants.gov, Sam.gov, and potentially also ASAP.gov. The graduate assistant will gain valuable experience in federal grant administration, technical assistance delivery, and community engagement. In delivery of services,

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the graduate assistant will have an opportunity to work with Town Managers, Water System Administrators, Municipal Finance Managers, and other municipal employees.

Essential Functions:

- Providing online technical support to municipalities using Grants.gov and SAM.gov
- Preparing and conducting outreach to communities by email and/or phone
- Creating tech-support documentation that is accessible to non-tech savvy municipal staff
- Maintaining and updating internal data systems
- Internal tracking of project progress
- Contributing to reports and deliverables for federal partners

Supervisory Responsibilities:

None

Budget Responsibilities:

None

Public and Professional Activities Related to Job Performance:

Online trainings for Grants.gov and Sam.gov

Internal Contacts:

- Andrea Berry, Climate Funding Manager, New England Environmental Finance Center
- Jane Rooks, Communications & Operations Coordinator, New England Environmental Finance Center
- Martha Sheils, Director, New England Environmental Finance Center

External Contacts:

- EPA Region 1 Staff
- Town & municipal staff

Knowledge, Skills, and Abilities:

- High degree of comfort with troubleshooting tech issues in real time
- Willingness to learn Grants.gov and SAM.gov systems
- Ability to translate technology processes to non-tech savvy individuals
- Database management (Excel, Airtable)
- Microsoft office
- Research skills
- Communications

Required Qualifications:

- Interest in environmental financing and grant administration.
- Must be enrolled in summer 2026 and/or fall 2027 coursework.
- Must not be a non-student University of Maine System employee.
- The use of a personal computer or laptop IS required for this position. Note: designated [on-campus computer lab workstations](#) are available on a first come, first served basis.

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Preferred Qualifications:

- Suggested academic programs: Master's in Policy, Planning, and Management – Planning and Sustainability concentration; Master's in Policy, Planning, and Management – Public Policy and Public/Nonprofit Management concentration

This position shall be covered by the University of Maine System and University of Maine Graduate Workers Union Collective Bargaining Agreement.

To Apply:

Submit your application, including your resume and cover letter, via the [Graduate Assistant Application form linked here](#) by 4/30/2026. In your cover letter, include a self-assessment about how this position relates to your academic program and professional aspirations. Candidates should receive notice of employment decisions by 5/16/2026.

Please direct any questions specific to this position to the supervisor at andrea.berry@maine.edu or (207)-780-5016. For general questions about the GA program, or the Graduate Assistant Application form, reach out to the Office of Graduate Studies, usmgradstudies@maine.edu or 207-780-4872.