

## Graduate Assistantship Job Description

### Position Summary:

**Title:** Graduate Assistant

**Department:** Residential Life

**Hours per Week:** 20 hours/week

**Location(s):** Gorham

**Lab (if applicable):** N/A

**Duration:** Fall 2026 semester, Spring 2027 semester; \*In August, hired staff will be expected to move-in on August 3rd, 2026 and paid training will begin shortly thereafter. Responsibilities will occur on holidays, snow days and University closures, and during academic breaks.

**Anticipated Start Date:** 9/1/2026\*

**Total Stipend:** \$12,000 for master's-level students / \$14,000 for doctoral-level students, to be distributed on a biweekly basis

**Tuition Waiver:** 6 graduate credits during each of the Fall 2026 semester, Spring 2027 semester

**Supervisor Name:** Dylan Brenner

**Supervisor Email:** Dylan.Brenner@maine.edu

**Supervisor Phone:** 207-780-5240

*\*\* 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:

- Compensation includes a one-person apartment and a 19-meal plan for Fall and Spring semesters.
- 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:

The role of Graduate Community Assistant focuses on strengthening student belonging in the residence halls by designing, implementing, and promoting engaging, student-centered programs in collaboration with campus and community partners. It supports the development of a comprehensive residential education curriculum grounded in student development theory, while using data-driven practices to inform strategy and train staff, student leaders, and campus partners. The position oversees programming initiatives, communication efforts, and resource development (such as guides, kits, and shared equipment), while also enhancing student awareness and participation in campus life.

Additionally, it contributes to the management and development of the front desk worker program, fosters student leadership and community-building skills, and builds strong relationships with residents through mentorship and support. Administrative responsibilities include participating in training, crisis response, hall operations, and departmental initiatives, while maintaining compliance with institutional policies and contributing to broader campus engagement efforts.

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### Essential Functions:

- Increase student belonging on campus by increasing engagement activities for students, in conjunction with students, with staff, with community members.
- Assist the professional staff team with the development and stewardship of a comprehensive residential education curriculum based on Student Development theory and our Learning Initiatives for the students residing in the residence halls.
- Research data driven best practices, and actively educate others in the department on data and models in student belonging in residential living.
- Assist in training Pro Staff, RAs, students, and campus partners on events in the residence halls.
- Directly facilitate programming and events for residential students in alignment with departmental and institutional goals, including being responsive to new and adjusted goals.
- Put on events for residential students.
- Partner with institutional and community organizations on events for residential students.
- Create programming guides for residential life staff.
- Create programming kits for residential life staff and students.
- Increase student awareness of events and programming on campus and in the local community.
- Assist staff with promotion of events to maximize attendance beforehand, and share event success stories after.
- Promote utilization of Campus Groups by residential life staff and residential students.
- Create reports and report pathways to share engagement success stories with the USM community.
- Develop and write content for the Residential Life weekly Email
- Collect data and create comprehensive reports of residential programs
- Create educational pathways to skill-up students on creating pathways for belonging and engagement independently, particularly for upperclass and graduate students in preparation for post-graduation community building.

### *Assisting with management of the Front Desk worker program, including...*

- Recruitment at the beginning of each semester.
- Supporting hiring and training (including the main office and buildings).
- Developing engagement opportunities for the front desk workers.
- Structuring evaluation pathways for LRAs to increase efficacy and prevalence of the process.
- Assess front desk worker satisfaction, and satisfaction from residential students with the program.
- Creating a pipeline for retaining excellent front desk workers into the next academic year.
- Create, develop and maintain an item library for residential life staff and students to check out tools for running events in the halls. Potentially create a revenue generation pathway for renting high value items.
- Assess physical programmatic and gathering spaces within and around the residence halls for increased student interaction and engagement.
- Engage in strong collaboration with departments around the institution for inclusion in residence hall programming, particularly the ROCC Guide program.
- Develop supportive relationships with the students in the residence halls. Meet with students regarding personal, social and administrative concerns, and provide mentorship to enhance personal development.

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### *Administrative Responsibilities*

- Hold 5 hours of drop-in hours each week.
- Engage in regular professional development to learn about best practices regarding residential education models and fostering belonging on campus.
- Participate in hall opening and closing procedures, and event development to welcome students.
- Check email daily during the work week and when on-call.
- Engage in crisis response for all-hands-on-deck issues in the residence halls, including participation in the professional on-call rotation in a limited capacity.
- Assist with Opening and Closing of the residence halls.
- Assist in completing room inventories, maintenance requests, and key distributions/collections.
- Manage programmatic budget for specific initiatives.
- As a designated Campus Security Authority (CSA) under the Clery Act, complete required training and promptly report Clery Act crimes to designated University officials for inclusion in the Annual Security Report.
- Assist in department data collection and surveying and using results to make recommendation on procedural improvement for the department

### *Staff Participation*

- Attend and participate in weekly professional staff meetings and Residential Education meetings as academic schedule allows, monthly full staff in-services, and one to one supervision meetings.
- Occasionally attend building staff meetings, and LRA meetings.
- Attend staff training as needed, primarily in August and January.
- Assist in the opening and closing of the halls at the beginning and ending of each semester, as well as each time the residence halls close for University breaks.
- Assist in housing selection, student staff selection, interviews, and search committees for professional staff.
- Participate in divisional and institutional priorities including attendance at key programs, or volunteering at traditions events like Homecoming.

### *Special Essential Functions/Responsibilities*

- Broad access, including but not limited to master key or swipe card access, to University facilities, residences, or apartments.
- Control over, access to, or security of restricted levels of information technology systems that would allow the person to harm the IT systems or the information contained in them.

### **Supervisory Responsibilities:**

Indirect supervision of RAs during incident response and for projects management and event planning. Potential for direct supervision.

### **Budget Responsibilities:**

Track budget for events, up to \$5,000.

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

Develop and implement a professional development plan with assistance from supervisor. Membership in state, regional and national professional organizations related to career of choice, such as NEACUHO, ACUHO-I, NASPA or ACPA, is encouraged.

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### Internal Contacts:

All USM Departments including Public Safety, Counseling, Advising, Facilities Management, Residential Life staff, students, and student organizations

### External Contacts:

Parents, conference programs, general public.

### Knowledge, Skills, and Abilities:

- Display knowledge of or have interest in student development and support
- Have strong administrative and organizational skills
- Possess excellent oral and written communication skills
- Work collaboratively with students and other staff members
- Be creative and demonstrate initiative in helping adapt and evolve the ways in which we serve our graduate and law student populations
- Ability to maintain student confidentiality
- Represent their departments in a professional manner
- Have the flexibility for daytime, evening and weekend hours as determined with supervisors.

### Required Qualifications:

- This position is required to live on campus, and stay in their room 80% of overnights throughout the year.
- Must not be a non-student University of Maine System employee.
- The hiring department has a computer that will be made available to the student, so the use of a personal computer or laptop IS NOT required for this position. Note: designated [on-campus computer lab workstations](#) are available on a first come, first served basis.

### Preferred Qualifications:

- Experience in Residential Life, student support, or event planning.
- Suggested academic programs: Adult and Higher Education, Counseling, Educational Leadership, Leadership Studies, Social Work

*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 4/22/2026. 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 6/1/2026.

Please direct any questions specific to this position to the supervisor at Dylan.Brenner@maine.edu or 207-780-5240. For general questions about the GA program, or the Graduate Assistant Application form, reach out to the Office of Graduate Studies, [usmgradstudies@maine.edu](mailto:usmgradstudies@maine.edu) or 207-780-4872.