

Graduate Assistantship Job Description

Position Summary:

Title: Graduate Assistant

Department: Residential Life

Hours per Week: 20 hours/week

Location(s): Portland

Lab (if applicable): n/a

Duration: Fall 2026 semester, Spring 2027 semester; *Hired staff will be expected to move-in on August 3rd, 2026 and paid training will begin shortly thereafter. Hired staff are also expected to perform responsibilities during academic break periods and during university closures.

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: Madison Taber

Supervisor Email: madison.taber@maine.edu

Supervisor Phone: 207-780-4838

*** 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 an efficiency apartment in Portland Commons 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 Graduate Community Assistant (GCA) role is designed to support our residential student population by serving as a live-on resource, participate in on-call support for Portland Commons in collaboration with the Resident Directors, and creating and facilitating programs and events for the residential student populations. Outside of these responsibilities, GCA performs cross functional project work with residential life.

Essential Functions:

On-Call Responsibilities:

- Serve in an emergency response on-call rotation for the residence halls 24 hours a day, 7 days a week (five staff in rotation, on-call 20% of the year).
- Respond to student staff calls, problem solve, interface with students, and collaborate with the Administrator On Call as needed.

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- Serve in an on-call rotation during breaks and holidays beyond the academic calendar duties for additional compensation. These breaks include, but are not limited to: Fall break, Winter break, Spring break, etc.
- Live in the assigned on-campus apartment to facilitate a connection to the community, be aware of the tenor of the community, and to be present in case of a crisis. Required to stay in the apartment 80% or more of overnights.
- In the event of a university closure, due to weather or other extenuating circumstances, staff are still expected to fulfill scheduled duty shifts.
- Work with USM Police in responding to campus incidents, emergencies, and student concerns to ensure an acceptable living environment is maintained.
- Work in conjunction with the Office of Community Standards to provide documentation of incidents.
- Assist in maintaining the safety and security in the residence halls (i.e. noise control, fire drills, and emergency maintenance reporting).
- Provide students with information about residence hall and campus services, safety and security issues, University and Residence Hall policies, and their respective reporting systems.
- Assist students with mediation and conflict resolution between and among roommates and floormates.
- Present and interpret residence hall policies and the Student Conduct Code to students.
- Respond to physical and psychiatric emergencies in accordance with emergency protocols for the residence hall, and the campus as a whole as needed.
- Confront and report incidents of harassment, discrimination, and intimidation against and by students, staff, and faculty.

Administrative Responsibilities

- Minimally, 5hrs of the 20hrs required each week must be available to do office hours between the hours of 8am and 7pm on business days.
- Assist in completing room inventories, maintenance requests, and key distributions/collections.
- Develop supportive relationships with the students in the residence halls. Meet with students regarding personal, social, and administrative concerns and connecting them to appropriate campus and community resources.
- 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.

Community Engagement

- Using the established programming model, facilitate a variety of activities to educate and build cohesive communities. Minimally, it is expected that each Student staff/GCA completes and documents one Community Building (CB) based program and one Learning Initiative (LI) based program each month.
- Student staff/GCAs are responsible for creating two bulletin boards per month: one based on the monthly Learning Initiative and one Community Builder board. At the start of the academic year, staff must also complete an "About Me" board, a welcome banner, and a minimum of 70 door decorations.

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- Complete intentional conversations (Husky Huddles) with each of your assigned residents during designated times of the fall and spring semester.
- Learn about campus resources and referral agencies, provide information, and make referrals as determined by the needs of residents. Be observant of uncharacteristic behavior or potential crises and make referrals when appropriate.
- Develop the necessary helping skills to act as a resource for residents to resolve their concerns and issues. Facilitate roommate discussions and Roommate Agreement Forms to help residents prevent and mediate conflict.
- Student staff/GCAs are expected to plan and facilitate floor meetings each semester, including opening and closing floor meetings.
- Student staff/GCAs will conduct health and safety inspections at least once each semester or as requested by the RD or on-call professional.

Staff Participation

- Attend and participate in weekly building staff meetings, monthly full staff meetings, and one to one supervision meetings.
- Attend 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.

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 Resident Assistants during incident response

Budget Responsibilities:

Minimal: Less than \$500 in programming supplies.

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.

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.

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Knowledge, Skills, and Abilities:

The ideal candidate for this position will:

- 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
- 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:

- Enroll in at least 6 graduate credits or more during each semester of GA employment
- This position is required to live on campus, and stay in their room 80% of overnights throughout the year.
- Be matriculated in a graduate degree program at USM. Preference will be given to USM graduate students; other students enrolled in graduate degree programs at other University of Maine System institutions and Maine Law are also welcome to apply.
- Remain in good academic standing and be making acceptable progress towards their degree.
- 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, on-call or crisis response, mental health trainings/certificate/hands-on experience.
- 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 5/13/2026. 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 madison.taber@maine.edu or 207-780-4838. 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.