

## Graduate Assistantship Job Description

### Position Summary:

**Title:** Teaching Assistant

**Department:** Nursing

**Hours per Week:** 10 hours/week

**Location(s):** Portland

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

**Duration:** Fall 2026 semester, Spring 2027 semester

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

**Total Stipend:** \$6,000 for master's-level students / \$7,000 for doctoral-level students, paid biweekly

**Tuition Waiver:** 3 graduate credits during each of the Fall 2026 semester, Spring 2027 semester

**Supervisor Name:** Catherine Lyden, with Elizabeth Guerdan

**Supervisor Email:** catherine.lyden@maine.edu, elizabeth.guerdan@maine.edu

**Supervisor Phone:** 207-780-4508

*\*\* 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:

##### *Position Overview*

We seek a graduate nursing student to serve as the graduate Teaching Assistant, in support of research and teaching initiatives across our nursing program. This is a 10-hour-per-week position (approximately 40 hours per month during the academic semester), providing support to two faculty members. The role combines hands-on lab instruction with meaningful research exposure, offering professional development in both clinical education and scholarly inquiry.

##### *Weekly & Monthly Timeline (Fall/Spring Semesters)*

###### *Weekly Breakdown:*

- Catherine Lyden: 5 hours (e.g., 2–3 hours research + 2–3 hours lab/class support)
- Elizabeth Guerdan: 5 hours (e.g., 3–2 hours research + 2–3 hours lab/class support)
- Total: 10 hours per week

###### *Monthly Commitment (based on a typical 14-week semester):*

- Approximately 40 hours per month during fall and spring semesters
- Specific scheduling is determined collaboratively with both faculty members

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### *Scheduling Flexibility:*

- The 10 hours can be distributed across weekdays as needed. Lab support hours may include lab sessions on assigned days, flexible remote work in data collection, or student support. Research hours can often be scheduled with more flexibility for independent work.

### **Essential Functions:**

#### *Primary Responsibilities*

##### *Research & Scholarship (5 hours/week)*

- Conduct literature reviews and database searches to support faculty research projects
- Assist with data collection, entry, and management using Excel or similar software
- Support quality improvement and curriculum development initiatives
- Other research tasks as mutually agreed upon by candidate and faculty
- Assist with data collection and analysis for the SET-AP project in graduate simulation
- Work on PRIME NP information and development at USM

##### *Teaching & Lab Support (5 hours/week)*

- Facilitate Interprofessional Simulation Lab sessions for NUR 602 (Advanced Health Assessment), NUR 313 (Junior Med/Surg), and NUR 413 (High Acuity) courses
- Supervise and run practice lab sessions
- Set up simulation scenarios and maintain electronic health records documentation
- Tutor students on medication calculations
- Provide peer mentoring on clinical assessment and nursing skills
- Grading in NUR 356 Community and Public Health – including weekly assignments and discussion boards.
- Grade assignments and develop patient scenarios for other classes as directed
- Grading in NUR 602 Advanced Health Assessment e.g. reflections.

### **Supervisory Responsibilities:**

N/A

### **Budget Responsibilities:**

N/A

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

N/A

### **Internal Contacts:**

Cathy Lyden, Elizabeth Guerdan- SON Faculty

### **External Contacts:**

N/A

### **Knowledge, Skills, and Abilities:**

#### *Knowledge*

- Advanced understanding of nursing science, including pathophysiology, pharmacology, and health assessment.

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- Knowledge of evidence-based practice (EBP) and current clinical guidelines.
- Understanding of patient safety standards, quality improvement principles, and risk reduction strategies.
- Familiarity with nursing theories and models that guide practice and education.
- Awareness of diversity, equity, inclusion, and cultural humility in patient care and teaching.
- Knowledge of course content related to assigned teaching, lab, or simulation duties.
- Basic knowledge of simulation pedagogy, skills lab equipment, and related technologies.
- Familiarity with educational technologies used in the program.

### *Skills*

- Ability to present content clearly in classroom, lab, clinical, or virtual learning environments.
- Strong facilitation skills for leading small groups, discussions, debriefings, and case-based learning.
- Competence in demonstrating clinical skills and guiding student practice and return demonstrations.
- Effective verbal and written communication skills for instruction, feedback, and documentation.
- Skill in evaluating student performance using rubrics and standardized assessment tools.
- Ability to provide timely, specific, and constructive feedback.
- Strong administrative skills: tracking attendance, managing grading, and maintaining organized records.
- Ability to troubleshoot common issues with technology and simulation equipment.

### *Abilities*

- Ability to model professional behavior, ethical decision-making, and nursing values.
- Capacity to serve as a mentor and role model for prelicensure or junior graduate students.
- Ability to maintain confidentiality per FERPA, HIPAA, and institutional policies.
- Strong critical thinking and problem-solving abilities in teaching, lab, and simulation contexts.
- Capacity to work collaboratively with faculty, staff, and interdisciplinary team members.
- Ability to foster an inclusive and supportive learning environment.
- Strong time management and organizational abilities to meet teaching and preparation responsibilities.
- Ability to manage classroom or lab dynamics professionally and respectfully.
- Flexibility to adjust to changing schedules, course needs, or instructional environments.

### **Required Qualifications:**

- Bachelor's degree in Nursing (BSN) completed
- Admitted into the graduate NP or DNP program
- 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.

### **Preferred Qualifications:**

- Suggested academic programs: DNP, APRN Student

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*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 6/1/2026. 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 7/1/2026.

Please direct any questions specific to this position to the supervisor at [catherine.lyden@maine.edu](mailto:catherine.lyden@maine.edu) or 207-780-4508. 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.