

Graduate Assistantship Job Description

Position Summary:

Title: Teaching Assistant

Department: Educational Leadership and Adult and Higher Education

Hours per Week: 10 hours/week

Location(s): Gorham, Online/Distance

Lab (if applicable): n/a

Duration: Fall 2026 semester, Spring 2027 semester, Summer semester 2 (July-August 2026)

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: Kevin D. Doran, Ed.D.

Supervisor Email: kevin.doran@maine.edu

Supervisor Phone: (207) 837-9565

*** 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:

The TA role in the University of Southern Maine's Adult and Higher Education Program would encompass assistant with many aspects of teaching courses in this program. As a TA in this program, the position is designed to meet the teaching, scholarship, and professional service standards of the School of Education and Human Development through sustained contributions to graduate instruction, student support, curriculum development, program assessment, and institutional service.

The teaching responsibilities associated with this role include the design, instruction, and continuous improvement of graduate courses that serve the mission of the Adult and Higher Education Program. These courses include, for example, HRD 631: The Adult Learner, which examines adult learning theory and its implications for practice; HRD 636: Planning Programs for Adult Learners, which emphasizes program design, implementation, and evaluation; HRD 554: Foundations of Academic Advising, which prepares current and aspiring advisors to work effectively in higher education settings; EDU 600: Research Methods and Techniques, which supports students' development of research literacy and inquiry skills; and HRD 649: Capstone Seminar – Adult and Higher Education, which serves as a culminating experience through professional reflection, synthesis, and portfolio development. Through these courses, the position advances the program's commitment to preparing reflective, effective, and equity-minded practitioners.

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This TA role/position requires attention to adult learner needs, individualized guidance on degree progression, and support for student persistence and success in a fully online graduate environment. In addition, the role includes active participation in curriculum review, assessment of student learning outcomes, and program development to ensure that course content, learning experiences, and degree requirements remain aligned with professional expectations and the evolving needs of adult and higher education settings.

Essential Functions:

- **Instructional Support:** Leading weekly discussion sections, or review sessions to reinforce lecture material.
- **Grading and Evaluation:** Limited for this position, but the may be opportunites in assessing student assignments.
- **Student Support:** Holding online office hours to answer questions, explain concepts, and provide academic support.
- **Course Administration:** Managing online course platforms (e.g., Brightspace), and managing course materials.
- **Content Development:** Assisting in the preparation of course materials, such as handouts, and course materials
- **Teaching Opportunities:** Occasionally lecturing (providing online videos in the AHE Program), teaching, or assisting the professor in grad courses.

Supervisory Responsibilities:

Provide clear directions on specific responsibilities, supervise the TA's weekly work, critically evaluate the TA's word, guide and support this individual to maximize their impact on the students in the AHE Program, while enhancing the TA's skills and knowledge

Budget Responsibilities:

none

Public and Professional Activities Related to Job Performance:

none

Internal Contacts:

None beyond our department

External Contacts:

none

Knowledge, Skills, and Abilities:

Knowledge of Adult Learners, graduate students, how adults learn, keen knowledge and desire to help others through teaching, advising, mentorship through teaching

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Required Qualifications:

- 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:

- Suggested academic programs: MS Adult and Higher Ed Program OR Educational Leadership Program

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 6/30/2026.

Please direct any questions specific to this position to the supervisor at kevin.doran@maine.edu or (207) 837-9565. 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.