

Graduate Assistantship Job Description

Position Summary:

Title: Teaching Assistant

Department: Educational and School Psychology

Hours per Week: 10 hours/week

Location(s): Gorham, Online/Distance

Lab (if applicable): N/A

Duration: 12-months: Summer semester 2 (July-August 2026), Fall 2026 semester, Spring 2027 semester, Summer semester 1 (May-June 2027)

Anticipated Start Date: 7/5/2026

Total Stipend: \$8,365 for master's-level students / \$9,759 for doctoral-level students, paid biweekly

Tuition Waiver: 3 graduate credits during each of the Summer 2026 (pending enrollment), Fall 2026, Spring 2027, and Summer 2027 (pending enrollment) semesters

Supervisor Name: Garry Wickerd

Supervisor Email: garry.wickerd@maine.edu

Supervisor Phone: 207-780-5638

*** 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:

Faculty in SEHD are expected to provide high quality instruction that allows graduate students to achieve a level of excellence in their chosen field. Providing support to faculty members is critical to providing timely feedback and the tools needed to accomplish that.

The Teaching Assistant (TA) serves as the primary steward for an inventory of thousands of psychological and academic assessments, managing the daily check-out and check-in of materials from the learning library for students across the School of Education and Human Development (SEHD). Beyond simple circulation, the TA is responsible for the oversight of these resources, which includes conducting regular audits to maintain accurate inventories and identifying critical gaps to determine which materials or protocols need to be purchased. This role is foundational to the School Psychology program, ensuring that all clinical kits are complete, current, and ready for professional training use.

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In addition to these operational duties, the TA provides instructional support for core school psychology content and field training courses, such as practicum and internship. The TA supports lecture preparation, developing course content, and supporting teaching. A significant portion of the role involves academic evaluation, where the TA manages grading and provides detailed feedback on assignments, ensuring students meet program standards while maintaining course records to support the overall development of the School Psychology curriculum.

Essential Functions:

The TA position provides teaching support for courses that utilize the SEHD assessment center. In support of these courses, the TA will track assessment inventories, check out assessments, check in assessments, grade assessments/assignments, create support materials/videos for assessments, interact with faculty members to support courses using assessments, mail assessments to distance students, and interact with students who are using assessments.

Supervisory Responsibilities:

None

Budget Responsibilities:

None

Public and Professional Activities Related to Job Performance:

None

Internal Contacts:

Educational and School Psychology, Counselor Education, Special Education

External Contacts:

None

Knowledge, Skills, and Abilities:

Must have knowledge of using spreadsheets, google documents, video recording using a phone, mailing packages through USPS, using computer databases, using iPads, and independent work.

Required Qualifications:

- Must have taken HCE 605 and SPY 677 to be eligible.
- 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:

- Experience as a TA and supporting courses in terms of grading and faculty support.
- Suggested academic programs: Educational and School Psychology

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

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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 5/30/2026.

Please direct any questions specific to this position to the supervisor at garry.wickerd@maine.edu or 207-780-5638. 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.