

## Graduate Assistantship Job Description

### Position Summary:

**Title:** Teaching Assistant

**Department:** Educational and School Psychology

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

**Location(s):** Online/Distance

**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, to be distributed on a biweekly basis

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

**Supervisor Name:** Samantha Blair

**Supervisor Email:** samantha.blair@maine.edu

**Supervisor Phone:** 207-780-5813

*\*\* 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:

This Graduate Teaching Assistant (TA) position is designed to support instruction and program development within the School Psychology program. This will include both core school psychology content courses and field training courses (practicum and internship). The TA will engage in instructional activities including assisting in the preparation of lectures, assignments, and instructional materials; supporting the development and delivery of course content; leading or co-facilitating class discussions; assisting with grading and feedback; and maintaining course-related records.

With field training courses with a required clinical component, the TA will have the opportunity to contribute to a broader programmatic initiative aimed at strengthening the school psychology workforce in Maine. This work includes supporting the development of field-based training infrastructure, assisting with data collection and organization related to practicum and internship placements, contributing to the development of supervision training materials for practicing school psychologists who support enrolled students, and supporting the refinement of program curriculum and training models (e.g., tiered supervision approaches within the practicum sequence).

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This position directly supports the teaching, professional training, and workforce development mission of the School Psychology program by enhancing the quality and consistency of clinical training experiences, expanding partnerships with field sites, and supporting the preparation of future school psychologists. The TA role also provides structured opportunities for the graduate assistant to develop teaching competencies, gain experience in supervision and program development, and deepen their understanding of applied school psychology practice within a state-level systems context.

### Essential Functions:

The Graduate Assistant (TA) will assist with the preparation of lectures, assignments, and instructional materials; assist with grading and feedback; and maintain accurate course and student records. Additional responsibilities include assisting with the development and organization of practicum and internship materials, supporting data collection and tracking of field placements, and assisting in the preparation of professional development and supervision training materials. The TA will collaborate with the supervising faculty member, maintain professionalism and confidentiality, and engage in activities to develop teaching and professional skills.

### Supervisory Responsibilities:

The Graduate Assistant (TA) does not have formal supervisory responsibilities.

### Budget Responsibilities:

The TA does not have budget responsibilities.

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

The TA may participate in meetings with faculty and external partners, contribute to the development and delivery of professional development or supervision training materials, and support data collection from field partner sites.

### Internal Contacts:

Samantha Blair, Clinical Assistant Faculty for ESPY; Garry Wickerd Associate Professor and Chair for ESPY

### External Contacts:

The TA may be asked to interact with school psychology supervisors from partner schools via email or Zoom.

### Knowledge, Skills, and Abilities:

Ability to effectively use instructional and productivity technologies, including Brightspace, Microsoft 365, Google Suite, Adobe, and Zoom; strong organizational and time management skills; effective written and verbal communication skills; ability to support instruction and student learning; ability to manage multiple tasks and meet deadlines; attention to detail and accuracy; ability to collaborate with faculty, students, and external partners; and ability to maintain professionalism and confidentiality.

### Required Qualifications:

- 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.

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### Preferred Qualifications:

- Graduate student in school psychology who has completed at least one semester of practicum
- Suggested academic programs: School Psychology, School Counseling, Educational Leadership

*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 5/15/2026.

Please direct any questions specific to this position to the supervisor at [samantha.blair@maine.edu](mailto:samantha.blair@maine.edu) or 207-780-5813. 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.