

## Graduate Assistantship Job Description

### Position Summary:

**Title:** Teaching Assistant

**Department:** Educational Leadership

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

**Location(s):** Gorham

**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:** Marty Malague

**Supervisor Email:** martin.malague@maine.edu

**Supervisor Phone:** 207-780-5716

*\*\* 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 will work under the direct supervision of Educational Leadership faculty members and be assigned duties related to instruction. These include activities such as assisting in the preparation of overall learning modules, discussions, and assignments, all completed in alignment with the appropriate professional standards. The activities might also include grading papers and helping faculty in the maintenance of class records. In consultation with the supervisor, the teaching assistant works to gain teaching skills and an increased understanding of the discipline.

#### Essential Functions:

Working with faculty to identify resources that will provide students with compelling gateways to course content, bring cohesion and organization to class layouts, and assure proper alignment of coursework.

#### Supervisory Responsibilities:

Provide clear directions and guidance, oversee the work, offer helpful feedback, and be available for questions.

#### Budget Responsibilities:

None

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

Possible attendance at events hosted by the department.

**Internal Contacts:**

Marty Malague, Assistant Professor of Educational Leadership. Anita Stewart McCafferty, Associate Professor of Educational Leadership.

**External Contacts:**

None

**Knowledge, Skills, and Abilities:**

Understanding of course formats in the department, ability to locate academic resources, and capacity for organization.

**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.

**Preferred Qualifications:**

- Suggested academic programs: Educational Leadership, Public Policy

*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 8/1/2026.

Please direct any questions specific to this position to the supervisor at [martin.malague@maine.edu](mailto:martin.malague@maine.edu) or 207-780-5716. 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.