

Graduate Assistantship Job Description

Position Summary:

Title: Graduate Assistant

Department: Office of Graduate Studies, Graduate Student Professional Development Fund (GSPDF)

Hours per Week: 10 hours/week

Location(s): Portland, 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, paid biweekly

Tuition Waiver: up to 3 graduate credits per semester during each the Fall 2026 semester, Spring 2027 semester

Supervisor Name: Michelle Erhard

Supervisor Email: michelle.erhard@maine.edu

Supervisor Phone: 780-4872

*** 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 Graduate Student Professional Development Fund (GSDPF) was created to provide financial support for USM graduate students pursuing professional development opportunities beyond the classroom. These are opportunities that broaden intellectual understanding, hone professional practice, facilitate professional connections and allow networking with colleagues and peers.

The Office of Graduate Studies (OGS) seeks a Graduate Assistant to provide direct support services through the management of the Graduate Student Professional Development Fund. This role may be of particular interest to students seeking experience stewarding public funds and/or managing grant programs, designing professionally-enriching trainings, and working in a public-facing position.

Essential Functions:

The GSPDF GA is tasked with responsible management of the funds. Actively working with OGS team members to administer the money, primary functions for the GSPDF GA include:

- soliciting, reviewing, and evaluating applications submitted by fellow graduate students;
- issuing funding decisions to applicants;
- upholding GSPDF terms & conditions;

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- developing a communication plan for effective program promotion and ensuring the USM community is aware of grant program deadlines and other GSPDF-sponsored activities;
- maintaining accurate records, accounting for funds allocated and disbursed to students; assisting with procurement related to students' award funds;
- submitting expense reports, as needed, in a timely manner;
- coordinating and supporting other professional development activities and initiatives for USM graduate students;
- serving as a point-of-contact for GSPDF-related inquiries; and
- curating additional professional development activities and initiatives for the USM graduate student population at large.

Supervisory Responsibilities:

None

Budget Responsibilities:

Accurate record-keeping of funds allocated and disbursed to students is critical to this role. The GA will support budgetary oversight of the GSPDF account, under the supervision of the supervisor.

Public and Professional Activities Related to Job Performance:

- Represents the program at Office of Graduate Studies (OGS) orientation and outreach events
- Presents GSPDF information at academic program events, as needed
- Opportunity to design and deliver approved professional development activities

Internal Contacts:

- Office of Graduate Studies staff (primary contacts)
- USM Professional Development Programs, Student Engagement and Belonging, Finance, Career and Employment Hub, academic program personnel (as needed)
- University of Maine System Procurement

External Contacts:

External vendors, academic associations, Concur Travel Systems (as needed)

Knowledge, Skills, and Abilities:

- Strong communication skills in support of clear and timely correspondence
- Effective time management, encompassing the ability to work both independently and collaboratively with multiple constituents including staff, fellow students, faculty, and external vendors
- Organized and detailed-oriented, with the ability to maintain accurate records
- Ability to generate reports and presentation using Microsoft Office and Google Suite
- Commitment to USM's Service Promise: "Student Focused Every Day"

Required Qualifications:

- Basic understanding of accounting and budget management
- Be in good academic standing and maintain a GPA of at least 3.0
- Must not be a non-student University of Maine System employee.

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- 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. The student may work in-person from the Graduate Studies office on the Portland campus, where there is an ergonomic workspace for their use.

Preferred Qualifications:

- Experience working in higher education
- Understanding of Microsoft Office and Google Suite
- Strong customer service experience
- Ability to communicate both verbally and non-verbally, in a clear and organized manner
- Knowledge of digital accessibility practices
- Familiarity with Concur, Canva, and Instagram
- Suggested academic programs: This position could be a good fit for students in a wide range of academic programs. Some disciplines that may find grant administration appealing may include: Education, Leadership Studies, Public Health, and Policy, Planning, & Management.

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 7/5/2026. 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 7/31/2026.

Please direct any questions specific to this position to the supervisor at michelle.erhard@maine.edu or 780-4872. 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.