

## Graduate Assistantship Job Description

### Position Summary:

**Title:** Teaching Assistant

**Department:** Mathematics and Statistics

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

**Location(s):** Gorham, Portland

**Lab (if applicable):** NA

**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 during each the Fall 2026 semester, Spring 2027 semester

**Supervisor Name:** Laurie Woodman

**Supervisor Email:** laurie.woodman@maine.edu

**Supervisor Phone:** 2077804153

*\*\* 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 Teaching Assistant (TA) for the Department of Mathematics & Statistics provides academic and organizational support to faculty, staff, and students while gaining professional experience within a higher education environment. Responsibilities include tutoring and playing a supporting role in faculty and department initiatives, such as assisting with developing materials in Brightspace and supporting events and initiatives related to the community hour.

#### Essential Functions:

The graduate students granted a TA for 10 hours per week should support faculty with teaching (grading papers, proctoring exams, and holding tutoring hours) or research projects (analyzing data, reviewing literature, and preparing publications).

- Provide in-office tutoring for students in mathematics and statistics courses.
- Assist faculty with preparation of instructional materials and resources.
- Support faculty research efforts.
- Help organize and support departmental events and initiatives such as workshops, seminars, conferences, and student engagement activities.
- Perform general departmental duties as assigned to support the academic mission of the Department of Mathematics & Statistics.

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In general, the main goal of the graduate assistant is to help the Chair of the department and the faculty in the department in their teaching and/or their research.

**Supervisory Responsibilities:**

NA

**Budget Responsibilities:**

NA

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

NA

**Internal Contacts:**

will determine upon hiring

**External Contacts:**

NA

**Knowledge, Skills, and Abilities:**

upper level mathematics and statistics

**Required Qualifications:**

- Enrollment in a graduate degree program at the University of Southern Maine.
- Strong academic background in mathematics, statistics, or related field.
- Excellent written and verbal communication skills.
- Strong organizational skills and attention to detail.
- Ability to work independently and collaboratively in an academic environment.
- 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:**

- Enrollment in the Master of Statistics Graduate Program.
- Prior tutoring, teaching assistant, or academic support experience.
- Proficiency with Microsoft Office, Google Workspace, or related academic software tools.
- Experience with presentation software, data analysis tools, or mathematical/statistical software.
- Interest in higher education or academic research.
- Suggested academic programs: Mathematics and Statistics

*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 7/6/2026. In your cover letter, include a self-assessment about how this position

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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 [laurie.woodman@maine.edu](mailto:laurie.woodman@maine.edu) or 2077804153. 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.