

Graduate Assistantship Job Description

Position Summary:

Title: Graduate Assistant

Department: Libraries & Learning

Hours per Week: 10 hours/week

Location(s): Portland

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: Ben Barton and Alex Elliott

Supervisor Email: benjamin.barton@maine.edu or alexander.elliott@maine.edu

Supervisor Phone: 2077804672

*** 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:

USM Libraries & Learning seeks a Graduate Assistant to join our Research & Instruction (R&I) Department. Our department is responsible for supporting student research and providing Information Literacy instruction to undergraduate students in classroom and 1-1 settings. Maintaining reference collections and providing access to research materials is an essential function of this department. The GA will support the continued growth of the department's outreach across USM disciplines and help enhance the department's digital presence on the USM website. Our most basic goal is to meaningfully engage as many students as possible with Information Literacy and Research Skills content; the GA will play a vital role in liaising between the student body and USM Libraries.

Essential Functions:

This student may assist in:

- Designing and implementing Information Literacy/Research course materials for USM undergraduates with support from Information Literacy Librarians.
- Conducting a pedagogical assessment of instructional materials in Research & Instruction and ensuring the achievement of intended learning outcomes for undergraduate students.

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- Planning and supporting Library Outreach events and programming.
- Providing additional Reference support for Research & Instruction.
- Supporting materials processing workflows. This includes deaccessioning library materials, itemizing existing collections, and maintaining the reference collection.
- Reviewing and updating Research & Instruction's student-facing digital presence and communication on campus.

Supervisory Responsibilities:

n/a

Budget Responsibilities:

n/a

Public and Professional Activities Related to Job Performance:

Classroom instruction and library skills; event planning and hosting

Internal Contacts:

n/a

External Contacts:

n/a

Knowledge, Skills, and Abilities:

No library or instruction skills required. Basic computer literacy required.

Required Qualifications:

- 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:

- Suggested academic programs: Education/humanities or information/data science. Open to all academic programs.

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 8/21/2026. 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 8/28/2026.

Please direct any questions specific to this position to the supervisor at benjamin.barton@maine.edu or alexander.elliott@maine.edu or 2077804672. 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.