

Graduate Assistantship Job Description

Position Summary:

Title: Teaching 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: Jill Piekut Roy

Supervisor Email: jill.piekut@maine.edu

Supervisor Phone: 207-780-5492

*** 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 assistant will support Libraries & Learning instructional programs, especially the early development of the Humanities Lab at Glickman Family Library. Libraries & Learning instructional programs include class visits, workshops, and events promoting a variety of information literacies including primary source literacy, media literacy, and AI literacy. The Humanities Lab, a project of Libraries & Learning and College of Arts Humanities and Social Sciences, will serve as a cross-disciplinary hub for applied humanities research, workforce development, and partnerships with Maine's cultural, educational, media, and information technology organizations.

Supervised by the Librarian for Scholarship and Distinctive Collections, the TA's work will support phase one of CAHS Associate Deans Ashley Towle's and Kelly Hrenko's MEIF grant by assisting with needs assessment, budget development, and pilot programs. Assisting with budget development will be a significant part of the TA's work, especially identifying, researching, and analyzing licensing costs, hosting fees, and technical requirements for a range of digital storytelling and media production software to be made available in the Lab. With a focus on humanities disciplines and information technology, the TA will also work with librarians to develop, support, and deliver information literacy instruction and skill-building workshops to USM classes and groups, which will include conducting

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primary source research in the University's Special Collections, Franco-American Collection, and Osher Map Library, developing research guides, and assisting with the production of student-led exhibits, consistent with the goals of the Humanities Lab.

These activities will provide practical experience related to information literacy instruction and program development in institutions of higher education and libraries. The TA will develop professional skills shared by educators and librarians, as well as other non-profit professionals: skills related to grant-funded work, technology management, information management, exhibit design, event planning, direct instruction, and learning support.

Essential Functions:

- Document existing software, tools, and other resources available to members of the USM community and Maine humanities organizations.
- Research and analyze software licensing, hosting costs and technical requirements for a range of software products.
- Conduct preliminary research in libraries and archives to identify primary source collections and resource sets for use in project-based learning activities.
- Review and normalize metadata for student-led exhibits.
- Assist in planning, promoting, and staffing classes, workshops, and events.
- Develop and lead a class, workshop, or event.

Supervisory Responsibilities:

n/a

Budget Responsibilities:

Information gathering and analysis

Public and Professional Activities Related to Job Performance:

Leading one public program.

Internal Contacts:

- Associate Deans of the College of Arts, Humanities, and Social Sciences
- Special Collections, Franco-American Collection, and Osher Map Library Staff
- MIST Lab Directors

External Contacts:

n/a

Knowledge, Skills, and Abilities:

Research, analysis, data management, event planning, instructional design

Required Qualifications:

- Experience using spreadsheets to collect and edit data.
- 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.

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Preferred Qualifications:

- Experience with event planning or instructional design.
- Experience with historical research.
- Experience using any software related to digital storytelling and media production, such as Omeka, ArcGIS StoryMaps, Adobe Creative Cloud.
- Suggested academic programs: Adult & Higher Education, Computer Science, Data Science, Policy, Planning & Management, Educational Leadership, Leadership, Social Work

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 8/14/2026. 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 8/31/2026.

Please direct any questions specific to this position to the supervisor at jill.piekut@maine.edu or 207-780-5492. 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.