

Graduate Assistantship Job Description

Position Summary:

Title: Graduate Assistant

Department: Career & Employment Hub

Hours per Week: 10 hours/week

Location(s): Portland

Lab (if applicable): n/a

Duration: Fall 2026 semester, Spring 2027 semester

Anticipated Start Date: 9/7/2026

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: Haley Rice

Supervisor Email: haley.rice@maine.edu

Supervisor Phone: 207-780-4660

*** 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 America Reads (AR) and America Counts (AC) Coordinator is who coordinates the AR/AC programs at the University of Southern Maine in collaboration with K-12 schools in Cumberland County. This includes recruiting, training, and supervising undergraduate federal work-study students to serve as reading and math tutors for K-12 students. The Coordinator may also work at least some of their hours as a tutor.

Essential Functions:

- Recruit and maintain participation from local school partners for the America Reads/America Counts program.
- Coordinate and administer partnership agreements between participating schools and the University.
- Serve as the primary liaison between the University and partner schools, cultivating and maintaining effective working relationships with school administrators, teachers, and literacy specialists.
- Collaborate with school personnel to identify K–12 students eligible for participation in tutoring services.

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- Recruit and identify eligible USM undergraduate students with Federal Work-Study funding to serve as tutors.
- Screen, onboard, train, and assign student tutors to partner school placements based on program and school needs.
- Provide day-to-day supervision, coaching, and support to student tutors, including conducting school/site visits to monitor performance and program effectiveness.
- Maintain accurate records related to tutor assignments, placements, participation, and hours worked.
- Administer timekeeping and payroll submission processes for student tutors in accordance with University and Federal Work-Study requirements.
- Coordinate with Student Financial Services and other internal offices regarding employment documentation, payroll processing, and compliance requirements.
- Partner with school-based supervisors and program stakeholders to ensure high-quality tutoring experiences that support the educational needs of participating children and the developmental goals of USM student tutors.

Supervisory Responsibilities:

Responsible for the day-to-day supervision of America Reads and America Counts tutors.

Budget Responsibilities:

n/a

Public and Professional Activities Related to Job Performance:

n/a

Internal Contacts:

Student Employment, Financial Aid, Career Services, College of Education faculty and staff members

External Contacts:

School volunteer coordinators, teachers, principals and other administrators

Knowledge, Skills, and Abilities:

- Strong organizational and project coordination skills with the ability to manage multiple priorities and deadlines.
- Ability to build and maintain collaborative relationships with K-12 school partners, university stakeholders, and student employees.
- Ability to recruit, train, supervise, and provide developmental feedback to student employees.
- Strong verbal and written communication skills.
- Ability to maintain accurate records and manage administrative/program documentation with attention to detail.
- Ability to exercise sound judgment, professionalism, and discretion in a student-facing and community-partner-facing environment.
- Ability to work independently while also collaborating effectively with supervisors and stakeholders.
- Proficiency with standard office software and database/recordkeeping systems.
- Ability to travel locally to participating school sites as needed.

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Required Qualifications:

- Interest in education, youth development, student affairs, literacy, or related fields.
- Experience working with children, adolescents, or peers in a tutoring, mentoring, educational, volunteer, or leadership capacity.
- Strong organizational and time management skills.
- Strong interpersonal and communication skills.
- Ability to work independently and manage multiple responsibilities.
- Proficiency with Microsoft Office or similar basic office software.
- Reliable transportation and ability to travel locally to partner school sites as needed.
- Ability to pass a background check.
- 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: While we would accept applicants from any graduate program, we would give preference to students in one of the following programs:
 - Adult and Higher Education
 - Counseling -- School Counseling
 - Educational Leadership
 - Leadership
 - Literacy Education
 - Policy, Planning, and Management -- Public Policy and Public/Nonprofit Management
 - Public Policy -- Educational Leadership and Policy
 - School Psychology
 - Social Work
 - Special Education
 - Teacher Leadership
 - Teaching English to Speakers of Other Languages (TESOL)

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 8/28/2026. 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 9/11/2026.

Please direct any questions specific to this position to the supervisor at haley.rice@maine.edu or 207-780-4660. 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.