

Graduate Assistantship Job Description

Position Summary:

Title: Graduate Assistant**Department:** Multilingual Student Support/ ESOL**Hours per Week:** 10 hours/week**Location(s):** Portland**Lab (if applicable):** n/a**Duration:** Fall 2026 semester, Spring 2027 semester**Anticipated Start Date:** 9/30/2026**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

*Stipend value reflects full semester appointment; positions falling outside the full academic year (e.g., starting after the first week of classes) will be prorated accordingly.

Supervisor Name: Andrea Vasquez**Supervisor Email:** andrea.vasquez@maine.edu**Supervisor Phone:** 207-780-4419

*** 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:

As Maine's immigrant and asylum-seeker populations continue to grow (both statewide and within the USM student body) there is increasing demand for instructors and support professionals experienced in working with this population. The Multilingual Student Support program offers hands-on guidance and training to a graduate student pursuing this career path.

The Graduate Assistant will work under the Program Director to support teaching and tutoring efforts within the program. Responsibilities include:

- In-class support: Assisting instructors during class time, either by leading small breakout instructional groups or serving as an instructional aide alongside the lead instructor — particularly for new or struggling students.
- Tutoring & review sessions: Planning and delivering review, practice, and tutoring sessions outside of scheduled class times, for small groups or individuals, as requested by instructors.
- Student assessment & orientation: Assessing new and prospective students, and delivering orientation sessions to help incoming students transition into the program.

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Essential Functions:

- Teacher aide — assists with lesson planning, instructional preparation, and outside-of-class review sessions
- ESOL tutor — provides subject-area and language-support tutoring, including instructional technology assistance
- Orientation facilitator — leads small-group orientation sessions to support new students' transition into the program
- Classroom assistant — provides in-class facilitation and real-time student support during instruction
- Placement assessment support — assists with coordinating and proctoring placement assessments, including scoring and data entry
- Substitute instructor, as needed
- Program outreach and other support tasks, as assigned (e.g., accompanying student groups to campus events)

Supervisory Responsibilities:

N/A

Budget Responsibilities:

N/A

Public and Professional Activities Related to Job Performance:

The graduate assistant will have regular contact with students for orientation support and throughout the semester via classroom and individual contacts. This individual may also work with members of the public who are seeking guidance and information about our program or participating in placement assessments. This position may include social media outreach opportunities, and may also involve assisting with informational presentations and outreach to faculty members, prospective students, and members of the USM and local community.

Internal Contacts:

ESOL/ Multilingual Student Support Program administrative staff and faculty, International Programs Office staff, the Learning Commons, the Office of the Registrar, CTET and IT. May also include Student and Residential Life Offices, Disability Services office, and various academic departments.

External Contacts:

Various members of the public, include adult education facilities and community partners, and local immigrant resource groups.

Knowledge, Skills, and Abilities:

The candidate should have strong oral and written communication skills, along with experience in intercultural communication and ESOL education, tutoring, and/or classroom instruction. Strong collaborative and creative problem-solving skills are also important, as is being highly organized, with some experience in data management. Because the role involves working directly with students, faculty, and the public, professionalism, responsiveness, and respect are essential. Strong technical and computer skills are required, including experience with online educational resources, tools, and platforms. Familiarity with local immigrant and international student communities is preferred.

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Required Qualifications:

- Bachelor's Degree and/or graduate study in the field of education or related field
- Interest in building experience in the field of ESOL education.
- At least one year of general classroom support and/or tutoring experience with adult learners
- Strong oral and written communication skills.
- Strengths in organization and collaboration.
- Experience with data management (data entry, tracking, and/or analysis)
- Strong computer skills and experience with online educational tools/ platforms.
- Experience with intercultural communication.
- In-person, daytime availability
- 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:

- Bachelor's Degree and/or graduate study in TESOL, linguistics, or education.
- Academic experience in linguistics, composition, and/or a foreign language.
- Familiarity with local immigrant and international student communities.
- Familiarity with the USM community, student and academic resources.
- Valid Maine driver's license.
- Suggested academic programs: TESOL, Education, Adult and Higher Education (Other relevant programs and experience considered)

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 9/21/2026. 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 9/30/2026.

Please direct any questions specific to this position to the supervisor at andrea.vasquez@maine.edu or 207-780-4419. 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.