This form should be completed and submitted along with the Graduate Assistant Set-Up Form. Please contact the Sydney Pontau at the Office of Graduate Studies at (207) 780-4877 if you have any questions.

Supervisor Name: _________________________________
Supervisor E-mail: ________________________________

Please describe the primary job duties of this graduate assistant position (see examples on attached page):

Please list any other obligations or expectations of this graduate assistant position:

Please see attached list of approved duties.
GRADUATE ASSISTANT POSITION DUTIES
2015-2016

Approved position duties include but are not limited to:

- Student advising
- Academic advising
- Recruiting
- Student services
- Academically relevant research
- Assist with the administration of department or office as long as work isn’t all clerical
- Event planning
- Assist with development, planning, and/or execution of special projects
- Collecting, analyzing, and updating data
- Marketing and promotion of USM programs or offices

According to the policies of the Office of Graduate Studies, graduate assistants are not clerical workers; their role and function is to support scholarship and research. The following activities are not appropriate for a graduate assistant:

- Performing contractual duties of the faculty mentor (e.g., teaching classes without the faculty mentor present, field supervision without the faculty mentor present)
- Clerical work that exceeds 10 percent of the total assistantship assignment
- Assisting the faculty mentor with personal/professional tasks (e.g., preparing a tenure or promotion file for a faculty member)
- Engaging in instructor of record activities (e.g., assigning grades)