Graduate Assistant Job Description

**Position Summary:**

**Title:** Graduate Assistant  
**Hours per Week:** 10 hours/week  
**Department:** Teacher Education  
**Location:**
- Portland  
- Gorham  
- LAC  
- Online/Distance  
**Duration:**
- X Full Academic Year  
- Fall Semester  
- Spring Semester  
- Summer Semester  
**Total Stipend:** 4500  
**Monthly Stipend:** 500  
**Scholarship Amount:** 3000 (in-state) / 3000 (out-of-state)  

**Supervisor Name:** Ian Renga  
**Supervisor E-Mail:** ian.renga@maine.edu  
**Supervisor Phone:** 207-780-5078

**Position Details:**

**Statement of Job and Essential Functions:**

Dr. Ian Renga, Assistant Professor of Teacher Education, is seeking a thoughtful collaborator to support prospective and practicing K-12 educators through various projects in teacher education and educator renewal. The position will afford opportunities to learn from practitioners and explore teaching from radical perspectives. Based on the GA's interests and background, possible tasks include but are not limited to the following: (1) transcription and analysis of video of teacher learning activities; (2) support development of book proposal on teacher archetypes; (3) collect stories on teacher-student interactions; (4) support video and other qualitative data collection in partner schools; and (4) serve as teaching assistant in educational foundations and methods courses.

**Supervisory Responsibilities:**

The assistant may be asked to check-in with USM undergraduates on their weekly visits to local elementary schools.

**Budget Responsibilities:**

There are no budget responsibilities required for this position.

**Public and Professional Activities Related to Job Performance:**

This position may involve collaboration with K-12 educators and other professionals within local schools.

**Internal Contacts**

The GA will report directly to Dr. Renga. Communication with USM faculty, staff, and students may be necessary.

**External Contacts**

The GA may be asked to communicate with teachers, researchers, and other educational stakeholders.
Graduate Assistant Job Description

Knowledge, Skills, and Abilities:
- Strong professional work ethic (punctual, communicative, proactive)
- Proficient with digital, cloud-based tools (word processing, spreadsheets, etc.)
- Eager and engaged reader
- Caring, empathetic, and culturally responsive disposition

Required Qualifications:
- Current, degree-seeking graduate student at USM

Preferred Qualifications:
- Graduate student in education or related field
- Enrolled in ETEP or similar teacher credentialing program
- Experience working in K-12 schools

To Apply:
Submit your resume and cover letter via email to Ian Renga (ian.renga@maine.edu).