



UNIVERSITY OF  
SOUTHERN MAINE

## 2008-2009 Summary of Responsibilities for Supervisors of Graduate Assistants

A primary responsibility of the Graduate Assistantship Supervisor is to ensure that the duties of the graduate assistant position enhance the student's graduate experience and facilitate the growth in professionalism and scholarship upon which these positions are predicated.

Please keep in mind this primary doctrine: "Graduate studies and assistantship work should reinforce one another. Research projects, for example, should be of interest to the student, and whenever possible should be useful in completing course or program requirements. Teaching should enhance assistants' own mastery of subject content and give them insight into effective pedagogy. To achieve these kinds of integration the mentor relationship is crucial. Careful planning and monitoring are hallmarks of truly successful graduate assistant experiences, in which the relationship is beneficial to both the student and the university."

Work schedules are to be negotiated between the supervisor and the student. The Office of Graduate Studies does not need to be involved in these discussions, although it is expected that all arrangements will be mutually agreeable. Please refer to the 2008-2009 Holiday and School Vacation Work Policy for graduate assistants. Note that work schedules outside of the normal parameters must be documented with the Office of Graduate Studies.

Graduate Assistants are salaried employees and are paid on the last business day of each month during their assistantship. Actual time worked does not need to be tracked. However, the supervisor should monitor the number of hours that the assistant works to ensure proper use of the graduate assistant funding.

The assistant must be a matriculated student and be carrying at least six credit hours per semester. Additionally, the student must maintain a GPA of 3.0 or greater during the assistantship. The graduate student assistant should be allowed work schedule flexibility in order to meet his/her academic obligations.

If a student leaves his/her position, the supervisor must contact our office immediately. The supervisor should make the student aware that if he/she has received an OGS tuition waiver and he/she resigns or is dismissed from their appointment, the student will be responsible for reimbursing the university for the unearned tuition.

**All questions about these policies should be directed to:**

Janet Casey, Office of Graduate Studies

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**PLEASE RETAIN THIS INFORMATION FOR YOUR RECORDS**