

Position Summary:**Title:** Research Assistant**Hours per Week:** 10 hours/week**Department:** Literacy, Language, & Culture**Location:** Portland Gorham LAC Online/Distance**Duration:** Full Academic Year Fall Semester Summer Semester Spring Semester**Total Stipend:** \$5,500 (for July 2024-May 2025)***total compensation will depend on the hiring date***Monthly Stipend:** \$500**Scholarship Amount:** \$3000 for fall 2024 and spring 2025, plus \$1000 for July/August 2024 (in-state & out-of-state)**Supervisor Name:** Kathleen McGovern**Supervisor Email:** Kathleen.mcgovern@maine.edu**Supervisor Phone:** 207-780-5844**Position Details:****Statement of Job and Essential Functions:**

The graduate assistant (GA) will be supporting Dr. Kathleen McGovern by serving as a member of a research team conducting a study that focuses on teaching English as a Second/Additional Language to adults in Maine. The responsibilities will include reaching out to and interacting with members of Maine's educational institutions and culturally and linguistically diverse communities; engaging in research-focused tasks associated with the project; and participating in other aspects of the research project.

Supervisory Responsibilities:

None

Budget Responsibilities:

None

Public and Professional Activities Related to Job Performance:

Interacting with study participants and educational organizations in Maine

Internal Contacts:

The study team

External Contacts:

Interacting with study participants and educational organizations in Maine

Knowledge, Skills, and Abilities:

We are looking for a self-motivated, organized, and highly interested graduate assistant who is able to meet deadlines and thrive in a project that requires innovative thinking and the desire to succeed. The ideal candidate for this position will be fully committed to the profession, eager to contribute to the professional community, and able to invest time and effort in research that will benefit culturally and linguistically diverse communities in Maine. They will also have proficiency in computer skills, particularly in Google Suites.

Required Qualifications:

Proficiency in Google Suites, particularly Google Sheets, Google Forms, and Google Docs
Word or other word processing software
Excel or other spreadsheet software
Computer/digital literacy
Basic research skills
Able to learn quickly and work independently and under supervision
Writing and editing experience
Excellent communication skills
Must not be a University of Maine System employee.

Preferred Qualifications:

Community-based work and outreach
Data analysis experience
Bibliography software
Survey research
Library-based research
Transcription
Interviewing experience
TESOL experience

To Apply:

Submit your resume and cover letter via email to Kathleen McGovern (Kathleen.mcgovern@maine.edu).