

Graduate Assistantship Job Description

Position Summary:

Title: Research Assistant

Department: Counselor Education

Hours per Week: 10 hours/week

Location(s): Online/Distance

Lab (if applicable): N/A

Duration: Fall 2026 semester, Spring 2027 semester

Anticipated Start Date: 9/1/2026

Total Stipend: \$6,000 for master's-level students / \$7,000 for doctoral-level students, to be paid biweekly

Tuition Waiver: 3 graduate credits during each of the Fall 2026 semester, Spring 2027 semester

Supervisor Name: Annie Craig

Supervisor Email: anne.pendygraft@maine.edu

Supervisor Phone: 207-780-5338

*** 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:

The Graduate Research Assistant (RA) will support faculty in the execution of scholarly research, program evaluation, and accreditation maintenance within the Counselor Education program. The successful candidate will contribute to the department's mission of advancing the counseling profession through evidence-based practice, social justice advocacy, and counselor preparation.

Essential Functions:

- Conduct comprehensive literature reviews and maintain annotated bibliographies to keep the research team updated on current trends and foundational theories.
- Execute primary and secondary data collection protocols, which may include conducting interviews, administering surveys, conducting clinical protocols, or scraping digital datasets.
- Clean, organize, and maintain research databases, ensuring data integrity and compliance with institutional Review Board (IRB) or ethics committee standards.
- Assist in the qualitative or quantitative analysis of data using specialized software (e.g., NVivo, SPSS, R, Python, or Stata).
- Contribute to the drafting of scholarly articles, book chapters, and technical reports for peer-reviewed publication.
- Design posters and slide decks for academic conferences or departmental workshops.

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- Assist in gathering preliminary data, formatting citations, and drafting sections of grant proposals for funding agencies.

Supervisory Responsibilities:

Oversight and training in research practices and resources; weekly supervision and oversight meetings; direct communication both written and oral for expectations, objectives and outcomes.

Budget Responsibilities:

None

Public and Professional Activities Related to Job Performance:

Community partner collaboration, professional conference presentations, scholarly writing

Internal Contacts:

None

External Contacts:

None

Knowledge, Skills, and Abilities:

- Strong understanding of the ACA Code of Ethics.
- Proficiency in academic writing and APA Style (7th Edition).
- Ability to work independently and manage project timelines effectively.
- Experience with statistical software (SPSS) or qualitative coding software (NVivo).

Required Qualifications:

- 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:

- Prior experience in clinical settings or school counseling environments.
- Interest in a specific research area aligned with current faculty (e.g., trauma-informed care, workforce resilience, counselor development).
- Suggested academic programs: Counselor Education, Educational Psychology, Public Health, Nursing, Social Work

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 4/17/2026. 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 5/31/2026.

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Please direct any questions specific to this position to the supervisor at anne.pendygraft@maine.edu or 207-780-5338. 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.