

Graduate Assistantship Job Description

Position Summary:

Title: Research Assistant

Department: Literacy, Language, and Culture

Hours per Week: 10 hours/week

Location(s): Gorham, 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: Andrea Stairs-Davenport

Supervisor Email: andrea.stairs@maine.edu

Supervisor Phone: (207) 780-5971

*** 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 Research Assistant will support the department's Literacy Education faculty in pursuit of their projects across the areas of research, teaching, and service. Research activities include drafting and editing, reviewing the literature in literacy education, supporting data collection and analysis for ongoing projects in collaboration with literacy education faculty, and synthesizing results for dissemination. Other activities include building/editing online course shells and syllabi and evaluating materials and resources for relevance along with community outreach and communication. It may be possible for the RA to serve as a co-author on faculty presentations and publications.

In addition, the Research Assistant will support the department's peer-reviewed journal, *Wellspring: A Practitioner-Oriented Journal of Literacy and Language Education*. The RA will collaborate with the co-editors as managing editor of the journal. Primary responsibilities include collating reviews from reviewers, communicating with authors, and editing and formatting final manuscripts for publication.

Essential Functions:

Research activities:

- Drafting and editing, reviewing the literature in literacy education;
- Supporting data collection and analysis for ongoing projects in collaboration with literacy education faculty

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- Synthesizing results for dissemination;
- It may be possible for the RA to serve as a co-author on faculty presentations and publications.

Journal Responsibilities:

- Collaborate with the co-editors as managing editor of the journal.
- Collating reviews from reviewers
- Communicating with authors
- Editing and formatting final manuscripts for publication.

Supervisory Responsibilities:

n/a

Budget Responsibilities:

n/a

Public and Professional Activities Related to Job Performance:

It may be possible for the RA to serve as a co-author on faculty presentations and publications.

Internal Contacts:

Andrea Stairs-Davenport, Professor of Literacy Education, Literacy, Language, and Culture Department,
Co-Editor of Wellspring Journal

Rebecca Redlon, Co-Editor of Wellspring Journal

External Contacts:

n/a

Knowledge, Skills, and Abilities:

- Excellent verbal and written communication skills
- Well organized, detail-oriented, and analytical
- Ability to work independently and collaboratively
- Proficient with Microsoft Office, Adobe Acrobat, and Google Docs
- Knowledge of APA 7th Edition

Required Qualifications:

- Maintain a minimum of 3.0 GPA
- Must not be a non-student University of Maine System employee.
- The hiring department has a computer that will be made available to the student, so the use of a personal computer or laptop IS NOT required for this position. Note: designated [on-campus computer lab workstations](#) are available on a first come, first served basis.

Preferred Qualifications:

- Knowledge and experience with research methods
- Suggested academic programs: Literacy Education, TESOL Education

This position shall be covered by the University of Maine System and University of Maine Graduate Workers Union Collective Bargaining Agreement.

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To Apply:

Submit your application, including your resume and cover letter, via the [Graduate Assistant Application form linked here](#) by 4/30/2026. 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.

Please direct any questions specific to this position to the supervisor at andrea.stairs@maine.edu or (207) 780-5971. 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.