

Graduate Assistantship Job Description

Position Summary:

Title: Research Assistant

Department: Educational Leadership

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, paid biweekly

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

Supervisor Name: Anita Stewart McCafferty

Supervisor Email: Anita.stewart@maine.edu

Supervisor Phone: (207)290-0956

*** 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 (RA) will support Educational Leadership faculty in the execution of scholarly research. The successful candidate will contribute to the department's mission of advancing school and teacher leadership.

Essential Functions:

- Assist in creating comprehensive literature reviews and maintaining annotated bibliographies to keep the research team updated on current research and literature around faculty research topics.
- Assist with data collection protocols, which may include conducting interviews, administering surveys, conducting 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 analysis of data.
- Contribute to the drafting of scholarly articles, book chapters, and/or technical reports for publication.
- Assist in designing materials for conferences or workshops.

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Supervisory Responsibilities:

None

Budget Responsibilities:

None

Public and Professional Activities Related to Job Performance:

Engagement and collaboration with Educational Leadership and Southern Maine Partnership Advisory Boards and Maine Department of Education; scholarly writing, and possible conference presentations

Internal Contacts:

Anita Stewart McCafferty and Martin Malague

External Contacts:

None

Knowledge, Skills, and Abilities:

- Proficiency in academic writing and APA Style (7th Edition) or willingness to learn APA.
- Ability to work independently and manage project timelines effectively.

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 pK-12 education and interest in teacher and administrator leadership
- Suggested academic programs: Educational Leadership; Teacher Leadership; Adult & Higher Education

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 4/30/2026. 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 8/1/2026.

Please direct any questions specific to this position to the supervisor at Anita.stewart@maine.edu or (207)290-0956. 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.