

Graduate Assistantship Job Description

Position Summary:

Title: Research Assistant

Department: Business Administration

Hours per Week: 10 hours/week

Location(s): Portland

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: up to 3 graduate credits during each the Fall 2026 semester, Spring 2027 semester

Supervisor Name: Eklou R. Amendah

Supervisor Email: eklou.amendah@maine.edu

Supervisor Phone: 2077804595

*** 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:

This graduate research position demonstrates the School of Business dedication to fostering a rigorous, collaborative, and intellectually stimulating graduate experience for students enrolled in the digital marketing analytics and AI master's program at USM.

This graduate research assistant (RA) position is a part-time academic position within the business administration department in the School of Business. The position is exclusive to full time students with graduate-level standing that are currently enrolled in the digital marketing analytics and AI program at USM. The purpose of the position is threefold. First, the research assistant provides support for faculty members in the design and execution of research projects. Second, the assistant serves as an integral member of the department that works collaboratively with faculty to provide support for course design. Third, the assistant may provide instructional activities under faculty supervision. The assistant is expected to demonstrate intellectual initiatives, professional reliability, and ethical standards required for the position.

The assistant is expected to maintain satisfactory academic progress in their degree program, uphold the School of Business and the University of Southern Maine standards of academic integrity and excellence.

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Essential Functions:

Research Responsibilities

- Assist faculty with quantitative and qualitative research projects, including data collection and analysis
- Conduct literature reviews and synthesize findings relevant to ongoing studies
- Prepare summaries, presentations, and reports for faculty
- Assist with the organization of academic conferences, workshops, or departmental events as needed

Teaching Responsibilities

- Assist in the search for course materials, slides development, and case examples as directed by the supervising faculty member
- Participate in course planning meetings

Supervisory Responsibilities:

- Conduct interviews and make recommendations based on students academic performance
- Provide ongoing mentorship on research design, academic writing, and scholarly publishing
- Hold regular one-on-one check-ins to assess workload, address challenges, and set goals

Budget Responsibilities:

N/A

Public and Professional Activities Related to Job Performance:

N/A

Internal Contacts:

The Marketing unit of the Business Administration Department

External Contacts:

N/A

Knowledge, Skills, and Abilities:

- Proficiency in quantitative research methods including regression analysis, hypothesis testing, and survey design
- Ability to conduct systematic literature reviews and synthesize academic sources into coherent summaries
- Strong academic writing and editing skills for reports, case analyses, and research papers
- Skilled in constructive feedback delivery, both written and verbal

Required Qualifications:

- Currently enrolled in the DMA & AI program
- Strong analytical skills; familiarity with tools such as SPSS
- Excellent written and verbal communication skills
- Ability to work independently, manage deadlines, and maintain attention to detail
- Genuine interest in academic research, teaching, and marketing discipline
- 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.

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Preferred Qualifications:

- Suggested academic programs: Digital Marketing Analytics

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 6/22/2026. 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 7/27/2026.

Please direct any questions specific to this position to the supervisor at eklou.amendah@maine.edu or 2077804595. 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.