

Graduate Assistantship Job Description

Position Summary:

Title: Research Assistant (RA)

Department: Data Innovation Project at the Cutler Institute

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

Supervisor Name: Elora Way

Supervisor Email: elora.way@maine.edu

Supervisor Phone: 207-780-4762

*** 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 Data Innovation Project's Applied Research Fellowship Program places DIP-trained graduate students from the University of Southern Maine in community organizations to support their applied research and evaluation efforts. This program both enhances community organizations' data capacity and provides USM graduate students with hands-on education and skill building on program evaluation and research methods. Assistantship positions are paid work experiences and available at no cost to selected organizations.

There will be up to 5 positions available for the 26-27 academic year, so we encourage all interested candidates to apply!

BEFORE APPLYING, please review ALL PROGRAM DETAILS using the link below:

https://datainnovationproject.org/applied_research_fellowship/

Essential Functions:

- Support an applied research or evaluation project with a community organization (host site)
- Attend five professional development opportunities hosted by the Data Innovation Project
- Attend monthly cohort meetings with DIP staff

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- Attend weekly/biweekly project check-ins with host site project lead(s)
- Draft a theory of change and logic model with the support of DIP staff
- Deliver a virtual final presentation to host site staff, DIP staff, and funders
- Complete all agreed upon project deliverables

Supervisory Responsibilities:

N/A

Budget Responsibilities:

N/A

Public and Professional Activities Related to Job Performance:

None

Internal Contacts:

Students will work with the Data Innovation Project team.

External Contacts:

Students work with community-based organizations across the state. They are expected to maintain strong professional etiquette through their placement.

Knowledge, Skills, and Abilities:

Varies based on community placement. General skills and abilities are as follows:

- Strong written and oral communication
- Able to work remotely and communicate effectively in that format
- Self starter, able to carry out tasks independently and work with others in a collaborative environment
- Ability to listen for understanding, be curious about the work and the organization they work with

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:

- Have completed at least 2 graduate-level courses in their program of study.
- Suggested academic programs: The following programs of study tend to do well in this role: MPPM, MPH, MSW, Clinical Mental Health Counseling, Leadership Studies, and Public Policy.

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:

BEFORE APPLYING, please review [ALL PROGRAM DETAILS, available here](#).

Submit your application, including your resume and cover letter, via the [Graduate Assistant Application form linked here](#) by 6/5/2026. 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 7/10/2026.

Please direct any questions specific to this position to the supervisor at elora.way@maine.edu or 207-780-4762. 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.