

## Graduate Assistantship Job Description

### Position Summary:

**Title:** Research Assistant

**Department:** Exercise Health and Sport Sciences

**Hours per Week:** 10 hours/week

**Location(s):** Portland, Online/Distance

**Lab (if applicable):** Portland- Athletic Training Lab

**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:** Dominique Ross

**Supervisor Email:** dominique.ross@maine.edu

**Supervisor Phone:** 207-780-5659

*\*\* 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 provides essential administrative and technical support to athletic training faculty by assisting with the coordination of research projects focused on topics such as teaching and learning, emergency action planning, concussion policy, and CAATE accreditation. Under the direct supervision of lead investigators, the research assistant will help maintain research databases, organize literature for review, and support community outreach initiatives designed to share program findings and safety education with the public. This role is designed for a detail-oriented student who can reliably execute delegated tasks such as data entry, literature review, and preparation of outreach materials to ensure the smooth operation of the department's scholarly and compliance initiatives.

#### Essential Functions:

- **Research Support:** Assist faculty with data collection, entry, and management for projects that include, but may not be limited to, pedagogical methods, emergency action planning, and concussion policy.
- **Literature Coordination:** Perform comprehensive literature searches and organize academic sources to support the development of scholarly manuscripts and materials.
- **Accreditation Assistance:** Provide support for CAATE accreditation through the organization of compliance documentation and the preparation of annual report data.

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- **Outreach Execution:** Support the development and distribution of community outreach initiatives
- **Technical Maintenance:** Maintain and update databases and tracking logs

### Supervisory Responsibilities:

N/A

### Budget Responsibilities:

N/A

### Public and Professional Activities Related to Job Performance:

- **Assisting in Data Collection:** Supporting the gathering of information from various clinical or educational settings to ensure research protocols are followed and data is accurately recorded for faculty review.
- **Interacting and Educating the Public:** Engaging with community members and stakeholders to share information regarding safety protocols, program initiatives, and general athletic training awareness.
- **Conference Presentation Support:** Helping prepare materials for professional meetings and assisting faculty in the presentation of scholarly work to academic or clinical audiences.
- **Professional Communication:** Representing the program through professional correspondence and collaborative efforts with internal and external partners to support departmental goals.

### Internal Contacts:

Noel Neptune, Meredith Madden

### External Contacts:

National Athletic Trainers Association, Maine Athletic Trainers Association

### Knowledge, Skills, and Abilities:

#### *Knowledge*

- **Athletic Training Principles:** Basic understanding of clinical education, injury prevention, and emergency management protocols (e.g., EAP components).
- **Research Fundamentals:** Familiarity with the research process, including basic data collection methods and ethical considerations for human subjects.
- **Accreditation Standards:** General awareness of CAATE or similar educational standards and the importance of compliance documentation.

#### *Skills*

- **Academic Writing:** Ability to assist in drafting reports, organizing literature reviews, and formatting citations for scholarly publications.
- **Data Management:** Proficiency in using spreadsheet or database software (e.g., Excel) to accurately enter and organize research findings.
- **Public Communication:** Skill in translating technical medical or policy information into clear, accessible language for community outreach and public education.

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### *Abilities*

- **Detail Orientation:** The ability to meticulously organize records and documentation to support accreditation and longitudinal research projects.
- **Adaptability:** The capacity to transition between administrative tasks, data collection, and public-facing outreach activities as project needs shift.
- **Professional Interpersonal Ability:** The ability to represent the program professionally when interacting with community members, students, and clinical partners.

### **Required Qualifications:**

- Current degree-seeking graduate student at USM
- Enrolled in at least six graduate credits per semester (Fall and Spring)
- 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:**

- Familiarity with the Athletic Training Profession.
- Suggested academic programs: Graduate student in the Athletic Training Program

*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 5/29/2026. 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 6/30/2026.

Please direct any questions specific to this position to the supervisor at [dominique.ross@maine.edu](mailto:dominique.ross@maine.edu) or 207-780-5659. For general questions about the GA program, or the Graduate Assistant Application form, reach out to the Office of Graduate Studies, [usmgradstudies@maine.edu](mailto:usmgradstudies@maine.edu) or 207-780-4872.