

Position Summary:**Title:** Research Assistant**Department:** Leadership & Organizational Studies**Hours per Week:** 10 hours/week**Location(s):** Portland, 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:** Dami Alegbeleye**Supervisor Email:** ibukun.alegbeleye@maine.edu**Supervisor Phone:** 207-780-5047

*** 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) position is designed to support faculty-led research, program assessment, and scholarly initiatives related to leadership, followership, pedagogy, and curricular development. The RA works closely with a faculty member to support the design, implementation, analysis, and dissemination of research that advances knowledge in leadership studies and high-impact educational practices.

Role Overview

The RA serves as a collaborative research partner, supporting both faculty scholarship and programmatic assessment efforts. Projects may include research on leadership development, experiential learning, group dynamics, and student engagement. The role requires strong organizational, analytical, and communication skills, as well as the ability to work independently and maintain high standards of academic integrity.

Essential Functions:*Research Design and Project Support*

- Assist faculty in developing research protocols, instruments (e.g., surveys, interview guides), and data collection plans

Graduate Assistantship Job Description

- Conduct literature reviews and synthesize scholarly sources relevant to leadership, experiential learning, and related fields

Data Collection and Management

- Collect and organize qualitative and/or quantitative data (e.g., surveys, interviews, observations, program artifacts)
- Maintain accurate and secure data records in accordance with institutional and ethical guidelines
- Assist in coordinating research activities across one or more research initiatives

Data Analysis and Interpretation

- Assist with qualitative and/or quantitative data analysis (e.g., coding, thematic analysis, basic statistical analysis)
- Summarize findings and contribute to interpretation of results
- Prepare data summaries, tables, and visualizations to support faculty research

Scholarly Writing and Dissemination

- Assist in drafting literature reviews, reports, conference proposals, and manuscripts
- Support preparation of materials for conference presentations or publications
- Assist with scheduling research activities, managing project timelines, and organizing materials
- Support communication with research participants (students, faculty, community partners), as appropriate
- Help ensure compliance with Institutional Review Board (IRB) requirements, where applicable

Supervisory Responsibilities:

n/a

Budget Responsibilities:

n/a

Public and Professional Activities Related to Job Performance:

see above

Internal Contacts:

unknown at this time

External Contacts:

unknown at this time

Knowledge, Skills, and Abilities:

Knowledge

- Basic understanding of research methods (qualitative, quantitative, or mixed methods)
- Understanding of ethical research practices, including confidentiality and data protection
- Familiarity with leadership studies, education, or social science research (preferred)
- Awareness of pedagogical and curricular assessment and evaluation practices (preferred)

Graduate Assistantship Job Description

Skills

- Strong analytical and critical thinking skills
- Ability to conduct literature reviews and synthesize scholarly sources
- Effective written communication skills, particularly for academic writing
- Basic data analysis skills (e.g., coding qualitative data, using spreadsheets or statistical tools)
- Strong organizational and time management skills
- Ability to manage multiple tasks and meet deadlines

Abilities

- Ability to work independently and collaboratively on research projects
- Ability to handle confidential data with discretion and professionalism
- Ability to learn new research tools and methods as needed
- Ability to receive and apply feedback to improve research skills
- Ability to contribute to scholarly work with attention to detail and accuracy

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 as a research assistant or involvement in research projects
- Experience with data analysis software (e.g., SPSS, Excel, NVivo, or similar)
- Experience with survey design tools (e.g., Qualtrics)
- Interest in academic research and leadership scholarship
- Suggested academic programs: Leadership Studies

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 5/6/2026. 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 ibukun.alegbeleye@maine.edu or 207-780-5047. 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.