

## Graduate Assistantship Job Description

### Position Summary:

**Title:** Research Assistant

**Department:** Counselor Education Department

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

**Location(s):** Gorham, 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 the Fall 2026 semester, Spring 2027 semester

**Supervisor Name:** LaReine Meinersmann

**Supervisor Email:** [lareine.meinersmann@maine.edu](mailto:lareine.meinersmann@maine.edu)

**Supervisor Phone:** 207-780-5950

*\*\* 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:

- Compensation is determined by continued placement as an assistant.
- 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) supports faculty-led research initiatives within a graduate counseling program, contributing to the advancement of scholarship in areas such as clinical practice, counselor education, ethics, and mental health outcomes. This role is designed to provide applied research training aligned with the standards of the counseling profession (e.g., CACREP competencies), while developing skills in research design, data management, and dissemination. Interest in quantitative, qualitative, and mixed methods research is recommended.

#### Essential Functions:

##### Core Responsibilities:

1. Research Design & Implementation
  - Assist in the development and execution of qualitative, quantitative, and mixed-methods research studies
  - Contribute to literature reviews, including systematic searches using databases such as PsycINFO, PubMed, and Google Scholar
  - Support the development of research questions, hypotheses, and conceptual frameworks

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- Participate in study design, including survey construction, interview protocols, and intervention planning
2. Data Collection & Management
    - Recruit and screen study participants in accordance with IRB-approved protocols
    - Conduct or assist with data collection (e.g., surveys, structured interviews, focus groups, observational data)
    - Maintain secure, organized datasets in compliance with ethical and legal standards (e.g., HIPAA where applicable)
    - Perform data entry, cleaning, and coding for accuracy and completeness
  3. Data Analysis
    - Assist with qualitative analysis (e.g., thematic coding, grounded theory approaches using software such as NVivo or ATLAS.ti)
    - Support quantitative analysis (e.g., descriptive statistics, inferential tests using SPSS, R, or similar software)
    - Interpret findings in collaboration with faculty, linking results to existing literature and clinical implications
  4. Scholarly Writing & Dissemination
    - Contribute to the preparation of manuscripts for peer-reviewed journals
    - Assist in drafting conference proposals, poster presentations, and oral presentations
    - Participate in conference presentations (e.g., ACA, AMHCA, regional counseling conferences)
    - Support grant writing and reporting activities where applicable
  5. Ethical & Professional Compliance
    - Adhere to institutional review board (IRB) requirements and ethical standards of the counseling profession
    - Maintain strict confidentiality and data security protocols
    - Demonstrate cultural competence and sensitivity when engaging with diverse populations
    - Uphold professional standards consistent with organizations such as AMHCA and ACA

**Supervisory Responsibilities:**

N/A

**Budget Responsibilities:**

N/A

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

- Applied experience in research aligned with CACREP standards
- Opportunities for conference presentation and potential authorship
- Development of evidence-based practice competencies
- Preparation for doctoral study or advanced clinical roles

**Internal Contacts:**

LaReine Meinersmann, IRB, Graduate Studies, Counselor Education

**External Contacts:**

n/a

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### Knowledge, Skills, and Abilities:

#### *Knowledge:*

- Foundational knowledge of research methodologies (qualitative, quantitative, and mixed methods)
- Understanding of statistical concepts (e.g., reliability, validity, basic inferential statistics)
- Familiarity with ethical standards in research, including informed consent and confidentiality (IRB processes)
- Knowledge of counseling theories, clinical practices, and evidence-based interventions
- Understanding of APA style and scholarly writing conventions
- Awareness of multicultural and social justice considerations in research and clinical practice

#### *Skills:*

- Analytical Skills: Ability to synthesize research literature and identify key themes, gaps, and implications
- Research Skills: Competence in literature searching, data collection, coding, and basic analysis
- Technical Skills: Experience or familiarity with research software (e.g., SPSS, R, NVivo, ATLAS.ti, Excel)
- Writing Skills: Ability to contribute to academic writing, including literature reviews and manuscripts
- Communication Skills: Clear and professional written and verbal communication, including presentation skills
- Organizational Skills: Ability to manage multiple tasks, maintain accurate records, and meet deadlines
- Collaboration Skills: Effective teamwork and responsiveness to feedback within a research environment

#### *Abilities:*

- Ability to think critically and apply theoretical knowledge to research and clinical questions
- Ability to maintain confidentiality and handle sensitive data with professionalism and ethical integrity
- Ability to work independently with minimal supervision while also contributing to team-based projects
- Ability to engage respectfully and effectively with diverse populations
- Ability to adapt to evolving research needs, timelines, and project scopes
- Ability to integrate research findings into clinical understanding and practice
- Capacity for self-reflection and professional growth consistent with counseling field expectations

### Required Qualifications:

- Foundational knowledge of research methods and statistics
- Excellent written and verbal communication skills
- Strong organizational skills and attention to detail
- Ability to work both independently and collaboratively
- 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:

- Prior research experience (e.g., undergraduate research, thesis work)
- Familiarity with qualitative or quantitative analysis tools
- Experience with academic presentations or publications
- Interest in doctoral study or research-informed clinical practice
- Suggested academic programs: Counselor Education, Social Work

*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 5/1/2026. 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 7/1/2026.

Please direct any questions specific to this position to the supervisor at [lareine.meinersmann@maine.edu](mailto:lareine.meinersmann@maine.edu) or 207-780-5950. 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.