

## Graduate Assistantship Job Description

### Position Summary:

**Title:** Research Assistant

**Department:** Educational and School Psychology

**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:** 3 graduate credits during each of the Fall 2026 semester, Spring 2027 semester

**Supervisor Name:** Garry Wickerd

**Supervisor Email:** garry.wickerd@maine.edu

**Supervisor Phone:** 207-780-5638

*\*\* 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:

Research is a core aspect of tenured faculty in the school of education and human development. In order to be promoted to Full Professor, associate professors must produce research that has merit and impact on their field. It is also critical to develop a national reputation as a scholar.

The Research Assistant (RA) position offers an opportunity to engage in the cycle of academic inquiry, working closely with the faculty member supervisor. The RA will work on the foundational stages of inquiry, assisting the professor in developing comprehensive research plans and drafting and managing Institutional Review Board (IRB) protocols. The assistant will be responsible for conducting literature searches, synthesizing complex findings into cohesive literature reviews, and identifying and recruiting eligible participant pools to ensure the viability of active studies. The RA will also engage in writing and editing of the potential publications. This includes drafting, formatting, and refining manuscripts for submission to peer-reviewed journals, as well as managing the technical requirements of the submission process.

#### Essential Functions:

The research assistant will conduct literature searches, write IRB proposals, design surveys, send surveys, write literature reviews, support analyzing research results - qualitative and quantitative, help acquire consent from participants, and proof read final submission documents.

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**Supervisory Responsibilities:**

None

**Budget Responsibilities:**

None

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

None

**Internal Contacts:**

None

**External Contacts:**

None

**Knowledge, Skills, and Abilities:**

Research database skills, writing skills using Word or Google documents, Literature Review

**Required Qualifications:**

- Must be a matriculated graduate student in either the EdS or PsyD in school psychology.
- 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:**

- Research experience with both qualitative and quantitative designs.
- Suggested academic programs: School Psychology, Educational and School Psychology

*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 4/30/2026. 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 5/30/2026.

Please direct any questions specific to this position to the supervisor at [garry.wickerd@maine.edu](mailto:garry.wickerd@maine.edu) or 207-780-5638. 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.