

Graduate Assistantship Job Description

Position Summary:

Title: Research Assistant

Department: Literacy, Language, & Culture

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, to be distributed on a biweekly basis

Tuition Waiver: 3 graduate credits during each the Fall 2026 semester, Spring 2027 semester

Supervisor Name: Kathleen McGovern

Supervisor Email: Kathleen.mcgovern@maine.edu

Supervisor Phone: 207-780-5844

*** 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:

Work under the supervision of Dr. Kathleen McGovern, Assistant Professor of TESOL in the Department of Language, Literacy & Culture, to provide support in research. Dr. McGovern supervises the TESOL practicum program and teaches in the TESOL program. Her research intersects with her teaching and service work and assistants should be prepared to work across these three areas. Dr. McGovern's research interests focus on teacher education in the field of TESOL as well as drama-based approaches to language teaching, immigrant learners, and TESOL pedagogies. One current research project involves studying the impact of teacher education on pre- and in-service teachers. The assistant would be expected to take on several roles commonly associated with a teaching assistant, including reviewing syllabi and building Brightspace shells as this is teacher-research. Additionally, the RA will conduct literature reviews and participate in the preparation of presentations and articles.

Essential Functions:

- Conduct literature reviews
- Build Brightspace course shells
- Prepare educational materials
- Format and edit presentations and publications

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Supervisory Responsibilities:

N/A

Budget Responsibilities:

None

Public and Professional Activities Related to Job Performance:

May be required to interact with the public.

Internal Contacts:

N/A

External Contacts:

N/A

Knowledge, Skills, and Abilities:

Digital Literacy, Fluency in APA style, Online course design, TESOL background

Required Qualifications:

To be eligible for a Graduate Assistantship position, students must:

- have completed a baccalaureate degree and be matriculated in a graduate degree program at USM
- be registered for at least 6 credits of graduate coursework in each semester that a GA position is held
- 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:

- Background in TESOL, language teaching, and/or immigrant education. Fluency in online learning/teaching.
- Suggested academic programs: Education, drama, theatre

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 Kathleen.mcgovern@maine.edu or 207-780-5844. 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.