

Graduate Assistantship Job Description

Position Summary:

Title: Research Assistant

Department: Osher School of Music (Choral)

Hours per Week: 10 hours/week

Location(s): Portland

Lab (if applicable): Crewe Center for the Arts

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: Kyle Nielsen

Supervisor Email: kyle.b.nielsen@maine.edu

Supervisor Phone: 2077805697

*** 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 Choral Activities Student Coordinator Graduate Research Assistantship for the Osher School of Music provides practical application for graduate students looking to develop creative, recruitment, and arts administration skills within the choral arts. Primarily, this Assistantship will take a primary role in the development of recruitment strategies and networks, provide curricular support for choral activities, spearhead the physical asset needs of the program, and assist with the creative & scholarly work of the choral faculty. This position includes researching a variety of elements for the better functioning of the choral program, and putting that research into action as recruitment, curricular development, and scholarly work. There are some components that are teaching-related as it pertains to coordinating the choral program—for MUS 401 and 405 specifically—but those will be minor compared to the research-related work. The substantial coordination it takes to run a collegiate choral program is a critical component of a graduate education in choral conducting, and one that is best obtained via practical application; as such this assistantship will not only assist with the student's academic pursuits, but help facilitate the growth and development of the creative activity of the choral area at the Osher School of Music.

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Essential Functions:

Development of recruitment strategies and networks

- Create and maintain a roster of all choral music teachers in Maine, New England
- Gather student participation data in regional and national honor choirs, solo & ensemble competitions, and other auditioned events
- Coordinate with OSOM staff to track prospective student engagement with OSOM offerings

Provide curricular support for all ensembles

- Roster management for each ensemble
- Primary role in audition & callback process
- Logistical assistance for prospective touring opportunities
- Potential work as a teaching assistant for MUE 252 Choral Conducting (Spring only)

Spearhead the physical asset needs of the choral program

- Oversee the procurement and care of physical library resources
- Coordinate the venue and instrumentation needs for student ensembles

Assist with the creative and scholarly work of the choral faculty

- As appropriate, contribute to programmatic elements of each concert season
- Chorus master and ensemble manager for co-curricular ensemble offerings, specifically for special events, graduate recitals, etc.

Supervisory Responsibilities:

Some supervisory duties over undergraduate work study students may be possible.

Budget Responsibilities:

N/A

Public and Professional Activities Related to Job Performance:

As described above, this work would build upon a public and professional portfolio as a choral conductor that would open doors for future collegiate study, as well as secondary or collegiate faculty work.

Internal Contacts:

- OSOM Faculty
- OSOM Staff
- OSOM Undergraduates

External Contacts:

- K-12 Choral Music Educators
- Prospective Students

Knowledge, Skills, and Abilities:

- High-level organizational skills
- An understanding of choral ensemble needs, dynamics, and logistics
- A High level of collegiality with faculty and undergraduate students
- Expectation of flexibility within a dynamic work environment

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- Experience with Microsoft Office/G-Suite

Required Qualifications:

- Bachelors Degree in Music, music education and/or voice related preferred
- 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:

- Enrollment in the Master of Music, Music Conducting (Choral) degree program
- Suggested academic programs: Master of Music, Music Conducting (Choral)

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 4/17/2026. 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 5/8/2026.

Please direct any questions specific to this position to the supervisor at kyle.b.nielsen@maine.edu or 2077805697. 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.