

## Graduate Assistantship Job Description

### Position Summary:

**Title:** Research Assistant

**Department:** Department of Technology

**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, to be paid biweekly

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

**Supervisor Name:** Andrew Hughen

**Supervisor Email:** andrew.hughen@maine.edu

**Supervisor Phone:** 207-780-4680

*\*\* 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:

Employee performs a variety of research, training creation, and community outreach tasks related to cybersecurity.

The Research Assistant (RA) for the Department of Technology would continue the work of the Cybersecurity Ambassador Program (CAP), which is committed to providing training and awareness to Maine's at-risk populations to empower community members to fight against cyber-attacks. Associated work involves researching current cybersecurity topics and developing presentable research findings while mentoring the undergraduate students who are learning and developing a similar skill set.

The RA works with limited supervision and requires some use of independent judgment.

#### *About the Cybersecurity Ambassador Program*

1. **Addressing the Cybersecurity Talent Gap:** The workforce demand for skilled cybersecurity professionals continues to outpace the supply. CAP directly addresses this gap by nurturing a pipeline of competent cybersecurity talents. A dedicated Curriculum Developer and Coordinator is crucial to ensure that the program remains aligned with industry demands, focusing on the most in-demand technical knowledge, skills, and abilities (KSAs).

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2. **Balancing Technical and Non-technical Skills:** Cybersecurity education has historically focused on technical KSAs. However, recent literature and industry trends emphasize the importance of nontechnical skills. The research assistant will play a pivotal role in integrating these non-technical KSAs into the curriculum, thereby producing well-rounded cybersecurity professionals who meet the holistic needs of the industry.
3. **Community Service and Vulnerable Population Engagement:** The CAP doesn't only benefit students; it extends its impact to the community by providing cybersecurity awareness training to vulnerable populations. This outreach enhances community safety and enriches students' learning experiences through real-world applications of their skills.
4. **Empirical Approach to Curriculum Development:** The CAP has evolved from an informal program to one guided by objective data and research. By employing a mixed-methods approach to baseline and track student progress, the program ensures its curriculum is compelling and relevant. The research assistant's role in continuing this research-based approach is vital for the program's success and adaptability.
5. **5.Creating a Blueprint for Other Programs:** The USM CAP is a valuable case study for other institutions interested in developing similar programs. The research assistant can contribute to refining and documenting the program's successful strategies, extending its impact beyond USM.
6. **Alignment with National Standards:** The curriculum aligns with the National Initiative for Cybersecurity Education (NICE) Workforce Framework, ensuring the program prepares students to meet national standards and expectations in cybersecurity.

### Essential Functions:

- Researches, records, summarizes and analyzes data and scholarly articles
- Uses library resources to gather data Performs tests and other technical measurements
- Computer data entry
- Assists with teaching cybersecurity topics
- Supports the creation of cybersecurity training and awareness workshop
- Assists in the project management of student projects
- Supports a positive, professional, and inclusive learning environment and culture for all students participating in CAP

### Supervisory Responsibilities:

Employee mentors and assists undergraduate students who are part of CAP

### Budget Responsibilities:

None

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

Community outreach tasks related to cybersecurity.

### Internal Contacts:

Department of Technology

### External Contacts:

None

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**Knowledge, Skills, and Abilities:**

Communication, Consulting, Leadership, Public Relations, Research, Training, Writing

**Required Qualifications:**

- Willingness to learn and share ideas with diverse groups
- 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:**

- Ability to schedule and host Zoom presentations
- Administration of G Suite tools (Drive, Docs, etc.)
- Working knowledge of Brightspace LMS
- Suggested academic programs: Master in Cybersecurity

*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 5/15/2026. 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 6/30/2026.

Please direct any questions specific to this position to the supervisor at [andrew.hughen@maine.edu](mailto:andrew.hughen@maine.edu) or 207-780-4680. 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.