

Graduate Assistantship Job Description

Position Summary:

Title: Research Assistant

Department: Special Education

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: Sarah Wilkinson

Supervisor Email: sarah.wilkinson@maine.edu

Supervisor Phone: 207-780-5175

*** 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:

This position provides opportunities to engage in research and training related to multi-tiered systems of support (MTSS) supporting students with academic, social, emotional, and behavioral needs, and/or inclusive practices in special education. The emphasis will be on behavior.

Essential Functions:

The research assistant's primary responsibilities may include tasks such as project management, basic data analysis, writing for publication, and training/supporting schools implementing MTSS. The supervisor is willing to train interested students in qualifications for the position, if needed.

Supervisory Responsibilities:

none

Budget Responsibilities:

none

Public and Professional Activities Related to Job Performance:

Possible publication manuscript and professional presentation preparation and delivery

Graduate Assistantship Job Description

Internal Contacts:

Walter H. Kimball, Professor, Special Education Department

External Contacts:

n/a

Knowledge, Skills, and Abilities:

PK - 12 educational programs, data collection and analysis, writing, independent task completion

Required Qualifications:

- Basic knowledge of MTSS
- Proficiency with word processing (e.g., Word, Google Docs)
- Proficiency with spreadsheets (e.g., Excel, Google Sheets)
- Experiences with using library databases to search for peer-reviewed research
- Prior completion of or willingness to complete CITI training
- 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:

- Prior experience working in K–12 school settings
- Basic knowledge of systematic reviews, single-case research design, and/or descriptive statistics
- Proficiency with data analysis software (e.g, R, SPSS)
- Suggested academic programs: special education, educational and school psychology, elementary and secondary education, educational leadership

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 6/10/2026. 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 7/10/2026.

Please direct any questions specific to this position to the supervisor at sarah.wilkinson@maine.edu or 207-780-5175. 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.