

## Graduate Assistantship Job Description

### Position Summary:

**Title:** Research Assistant**Department:** Literacy, Language, and Culture**Hours per Week:** 10 hours/week**Location(s):** Gorham**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:** up to 3 graduate credits per semester during each the Fall 2026 semester, Spring 2027 semester**Supervisor Name:** Melinda Butler**Supervisor Email:** melinda.butler@maine.edu**Supervisor Phone:** 207 780-5070

*\*\* 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 Research Assistant will support faculty in pursuit of their projects across the areas of research, teaching, and service. Research activities include drafting and editing, reviewing the literature in literacy and language education, supporting data collection and analysis for ongoing projects in collaboration with faculty, and synthesizing results for dissemination. Other activities include building/editing online course shells and syllabi and evaluating materials and resources for relevance along with community outreach and communication. It may be possible for the RA to serve as a co-author on faculty presentations and publications.

#### Essential Functions:

- Assist faculty with qualitative research projects, including data collection and analysis;
- Conduct literature reviews and synthesize findings relevant to ongoing studies;
- Prepare summaries, presentations, and reports for faculty;
- Potentially serve as a co-author on faculty publications.
- Potentially serve as a co-presenter at literacy conferences.

## Graduate Assistantship Job Description

**Supervisory Responsibilities:**

n/a

**Budget Responsibilities:**

n/a

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

- Potentially serve as a co-author on faculty publications.
- Potentially serve as a co-presenter at literacy conferences.

**Internal Contacts:**

Melinda Butler, Associate Professor and Chair, Literacy, Language, and Culture Department

**External Contacts:**

The RA may do research with literacy faculty at other universities in Melinda Butler's research group.

**Knowledge, Skills, and Abilities:**

- Word or other word processing software
- Excel or other spreadsheet software
- Library-based research
- Writing/editing
- Google (Docs, spreadsheets, forms, folders)

**Required Qualifications:**

- Current degree-seeking graduate student at USM
- Enrolled in at least six graduate credits per semester (Fall and Spring)
- Must not be a non-student University of Maine System employee.
- The hiring department has a computer that will be made available to the student, so the use of a personal computer or laptop IS NOT required for this position. Note: designated [on-campus computer lab workstations](#) are available on a first come, first served basis.

**Preferred Qualifications:**

- Transcription
- Data Analysis
- Working on MEd in Literacy Education, TESOL Education, Ed Leadership, School Psychology, Special Education
- Suggested academic programs: Literacy Education, TESOL Education, Ed Leadership, School Psychology, Special Education

*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 8/21/2026. In your cover letter, include a self-assessment about how this position relates to

## **Graduate Assistantship Job Description**

your academic program and professional aspirations. Candidates should receive notice of employment decisions by 8/27/2026.

Please direct any questions specific to this position to the supervisor at [melinda.butler@maine.edu](mailto:melinda.butler@maine.edu) or 207-780-5070. 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.