

Graduate Assistantship Job Description

Position Summary:

Title: Research Assistant

Department: Policy, Planning and Management

Hours per Week: 10 hours/week

Location(s): Portland, Online

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, Spring 2027 semesters

Supervisor Name: Yuseung Kim

Supervisor Email: yuseung.kim@maine.edu

Supervisor Phone: 228-8152

*** 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 supports MPPM faculty in designing and executing research projects. Also, the assistant collaborates with staff on administrative tasks for the program. The assistant is expected to demonstrate intellectual initiatives, professional reliability, and ethical standards required for the position.

The RA will provide support for faculty members in the execution of research projects, including:

- i) analyzing the land fragmentation problem in Maine using GIS and policy analysis,
- ii) evaluating the value of outdoor activities in State Parks in Maine using survey and qualitative analysis techniques,
- iii) developing a municipal climate resilience plan for preparing a strategic roadmap to assess climate hazards, evaluate community vulnerabilities, and implement targeted adaptation and mitigation actions, and
- iv) studying the impact of public policy on women's working lives.

Essential Functions:

- Literature review
- Data collection and management
- Assist in the qualitative and quantitative data analysis

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- Assist in the design of the survey instrument
- Assist in the administrative work related to the research and the program
- Attend regular meetings with Faculty and Staff.

Supervisory Responsibilities:

N/A

Budget Responsibilities:

N/A

Public and Professional Activities Related to Job Performance:

N/A

Internal Contacts:

Faculty and staff

External Contacts:

N/A

Knowledge, Skills, and Abilities:

- Strong verbal and written communication skills
- Ability to work independently and collaboratively

Required Qualifications:

- The position is exclusive to full-time students with graduate-level standing who are currently enrolled in the MPPM program at USM.
- 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:

- Graduate-level statistics, GIS
- Suggested academic programs: MPPM

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 your academic program and professional aspirations. Candidates should receive notice of employment decisions by 8/28/2026.

Please direct any questions specific to this position to the supervisor at yuseung.kim@maine.edu or 228-8152. 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.