

Graduate Assistantship Job Description

Position Summary:

Title: Research Assistant

Department: Literacy, Language, and Culture, COE

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: 10/4/2026

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

*Stipend value reflects full semester appointment; positions falling outside the full academic year (e.g., starting after the first week of classes) will be prorated accordingly.

Supervisor Name: Alexander Lapidus

Supervisor Email: alexander.lapidus@maine.edu

Supervisor Phone: 207-780-5371

*** 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 the faculty member in advancing research, teaching, and service projects. Responsibilities related to research will include drafting and editing materials, conducting literature reviews in TESOL and applied linguistics, assisting with data collection and analysis in collaboration with faculty, and synthesizing findings for dissemination. The Research Assistant will also support our international outreach efforts and assist with other projects as needed.

Essential Functions:

Assist faculty with qualitative research projects, including data collection, transcription, and analysis; conduct literature reviews and synthesize findings relevant to ongoing studies; prepare summaries, presentations, and reports for faculty; assist with updating courses; support international outreach; additional faculty support as needed.

Supervisory Responsibilities:

n/a

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Budget Responsibilities:

n/a

Public and Professional Activities Related to Job Performance:

n/a

Internal Contacts:

Alexander Lapidus, Associate Professor

External Contacts:

The RA may interact with TESOL faculty and students at other universities

Knowledge, Skills, and Abilities:

- Microsoft Word and other word-processing software
- Microsoft Excel or other spreadsheet software
- Library and online research as well as some basic qualitative research experience
- Writing, proofreading, and editing
- Google Workspace, including Docs, Sheets, Forms, and Drive

Required Qualifications:

- A strong interest in teaching multilingual learners
- 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:

- Transcription experience
- Qualitative data analysis experience, including software
- Suggested academic programs: TESOL, Literacy Education, 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 9/18/2026. 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 9/25/2026.

Please direct any questions specific to this position to the supervisor at alexander.lapidus@maine.edu or 207-780-5371. 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.