

## Graduate Assistant Job Description

### Position Summary:

**Title:** Research Assistant

**Hours per Week:** 10 hours/week

**Department:** Cutler Institute – Maine Center for Business and Economic Research (MCBER)

**Location:**

X	Portland
	Gorham
	LAC
	Online/Distance

**Duration:**

	Full Academic Year
	Fall Semester
X	Spring Semester*
	Summer Semester

\*this position runs January – June

**Total Stipend:** \$3,000

**Monthly Stipend:** \$500

**Scholarship Amount:** \$1,500\*\*

\*\*Student must be taking classes during the spring 2023 semester. \$750 scholarship per class (up to two classes or \$1,500 Maximum)

**Supervisor Name:** Laura Yeitz

**Supervisor E-Mail:** [laura.yeitz@maine.edu](mailto:laura.yeitz@maine.edu)

**Supervisor Phone:** 2077804430

### Position Details:

**Statement of Job and Essential Functions:**

OVERALL

The primary role for this position will be to support the Maine Center for Business and Economic Research (MCBER) in their research efforts.

This position will work on several applied research projects including a regional workforce and labor market profile. Tasks will include a range of activities related to data collection, cleaning, and basic analysis of qualitative and quantitative data as well as administrative-related duties to support MCBER's mission to provide independent university-based analytical expertise and technical assistance that informs and advances economic, community, and workforce development decision-making in Maine.

SPECIFIC DUTIES

The graduate research assistant will get hands-on experience in all aspects of data collection and preparation for analysis. Several projects starting in January of 2022 will include compiling and preparing economic, demographic and labor force data from various sources and providing basic analysis of qualitative and quantitative data.

In addition, the graduate research assistant will:

- Conduct literature searches and prepare summaries
- Collect, compile, and prepare economic, demographic and labor force data from various sources
- Checks for completeness, reasonableness, accuracy, and comparability with other data
- Prepares tables, charts, graphs, and basic analysis of qualitative and quantitative data.

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- Assists with primary data collection efforts through business as well as stakeholder interviews or focus groups (in-person and online)

### POTENTIAL PROJECTS:

- Project title: CCWI comprehensive update. Time period: Jan – June 31 st , 2023 (40% of time)
  - o Need assistance with data collection/processing and to make tables & charts, etc. and basic analysis of qualitative and quantitative data.
- Project: Midcoast Council of Governments (MCOG) economic and housing data, Time period: Jan – June 31 st , 2023 (40% of time)
  - o Need assistance with data collection/processing and to make tables & charts, etc. and basic analysis of qualitative and quantitative data.
- Other tasks/project work (20% of time)
  - o Updating website content on Wix (mainebeer.com)
  - o Other project duties as assigned

### Knowledge, Skills, and Abilities:

The ideal graduate assistant will:

- Be flexible & comfortable taking initiative to work independently
- Participate in weekly staff meetings
- Enjoy working with data and comfortable making charts and tables
- Basic familiarity with economic, demographic and labor force data sources
- Able to work 10 hours per week from January through June 2023

### Preferred Qualifications:

- Interest in applied research, and economic and workforce development and/or business development
- Basic analytical skills (quantitative & qualitative).
- Proficient computer skills with Microsoft Excel and Word, experience working with R or SPSS is a plus
- Strong written and oral communication skills, with the ability to use data.
- Ability to self-motivate, work independently, and set own priorities.

### To Apply:

Submit your resume and cover letter via email to Richard Bilodeau ([richard.bilodeau@maine.edu](mailto:richard.bilodeau@maine.edu)) and Laura Yeitz ([laura.yeitz@maine.edu](mailto:laura.yeitz@maine.edu)).