

Graduate Assistant Job Description

Position Summary:

Title: Research Assistant

Hours per Week: 10 hours/week

Department: Catherine E. Cutler Institute

Location:

X	Portland
	Gorham
	LAC
X	Online/Distance

Duration:

X	Full Academic Year
	Fall Semester
	Spring Semester
	Summer Semester

Total Stipend: \$5,760

Monthly Stipend: \$640

Scholarship Amount: \$3,000 (in-state) / \$3,000 (out-of-state)

Supervisor Name: Elora Way

Supervisor E-Mail: elora.way@maine.edu

Supervisor Phone: 5052313177

Position Details:

Statement of Job and Essential Functions:

The Data Innovation Project's (DIP) Applied Research Fellowship Program places DIP-trained graduate students from the University of Southern Maine in community organizations to support their applied research and evaluation efforts. This program both enhances community organizations' data capacity and provides USM graduate students with hands-on education and skill building on program evaluation.

There will be five positions available for the 23-24 academic year, so we encourage all interested candidates to apply!

BEFORE APPLYING, please review ALL FELLOWSHIP DETAILS using the link below:

https://datainnovationproject.org/applied_research_fellowship/

To learn more about the DIP: <https://datainnovationproject.org/>

Supervisory Responsibilities:

None

Budget Responsibilities:

None

Public and Professional Activities Related to Job Performance:

None

Internal Contacts

Fellows will primarily be in contact with the Data Innovation Project team.

External Contacts

Yes, fellows are working with community-based organizations across the state. They are expected to maintain strong professional etiquette through their placement.

Graduate Assistant Job Description

Knowledge, Skills, and Abilities:

Varies based on community placement. General skills and abilities are as follows:

- Strong written and oral communication
- Able to work remotely and communicate effectively in that format
- Self starter, able to carry out tasks independently and work with others in a collaborative environment
- Ability to listen for understanding, be curious about the work and the organization they work with

Required Qualifications:

Be fully matriculated in a degree program at the graduate level (Certificates of Graduate Study are not eligible);

Be registered for at least 6 credits of coursework in the semester(s) in which they will be working (master's and CAS students), or registered for GRS 603 (masters) or GRS 701 (doctoral) and have a certificate of satisfactory progress from their program;

Have a 3.0 GPA and be making acceptable academic progress in their graduate program.

Not be a University of Maine System employee

Preferred Qualifications:

While not required, it is preferred that students have completed at least 2 graduate-level courses.

To Apply:

Submit your resume and cover letter via email to Elora Way (elora.way@maine.edu).