

Graduate Research Assistant Job Description

Child Welfare Cooperative Project, Catherine Cutler Institute

Position Summary:

Title: Graduate Research Assistant**Hours per Week:** 20 hours/week**Department:** Catherine Cutler Institute**Location:**

Portland
 Gorham
 LAC

Duration:

Full Academic Year
 Fall Semester
 Spring Semester
 Summer Semester

Total Stipend: \$10,500**Monthly Stipend:** Approximately \$1,100**Scholarship:** \$6,000 (in state) / \$6,000 (out of state)**Supervisor Name:** Emilie Swenson**Supervisor E-Mail:**
emilie.swenson@maine.edu**Supervisor Phone:** 207-228-8295

Position Details

Statement of Job and Essential Functions:

The Catherine Cutler Institute, recognized nationally for its expertise in child welfare research, workforce development, and capacity building, is entering into a Cooperative Agreement with the State of Maine Department of Health and Human Services, Office of Child and Family Services Child Welfare Program. This Cooperative Agreement leverages the University's expertise and experience in child welfare to support and strengthen the Department's Child Welfare program, focusing on policy and training. The Research Assistant will be engaged in the activities and deliverables of this agreement focused on evaluation of training and policy revisions with a goal of supporting and guiding consistent, high quality child welfare practice and services.

As a member of project teams, the Graduate Research Assistant provides information and data gathering, analysis, writing and other research support to assure the timely completion of projects tasks and activities.

Activities may include:

- Gather supporting documents, data, and other information in support of the project;
- Conduct literature reviews;
- Assist in the development and implementation of primary data collection tools and systems, including surveys, interviews, and focus groups;
- Analyze, synthesize, and summarize data;
- Support learning management system implementation, course maintenance, and curriculum design;

- Prepare power point presentations;
- Write drafts of sections of documents, reports and other products for publication;
- Engage with stakeholders

The assistantship provides the opportunity for graduate students to develop their career interests through engaging with projects in child welfare.

Supervisory Responsibilities: N/A

Budget Responsibilities: N/A

Public and Professional Activities Related to Job Performance:

Student may have the opportunity to facilitate Work Group discussions and participate in presentations to local policy makers.

Knowledge, Skills, and Abilities:

- Demonstrated critical thinking skills
- Strong written and oral communication skills
- Ability to meet quality standards for accuracy, attention to detail, and timeliness
- Ability to function effectively both independently and collaboratively within a team environment
- Organizational, work management, and information research skills
- Knowledge and competence in the use of Microsoft software applications
- Ability to draft sections of written products, proofread and edit for punctuation, grammar, spelling, and clarity
- Ability to review scholarly and policy literature and conduct synthesized literature reviews
- Ability to use citation management software

Required Qualifications:

- Demonstrated critical thinking and writing skills
- Strong oral communication skills
- Attention to detail and time-management skills
- Experience with Microsoft Office products, including: Word, Excel, and Powerpoint
- Experience conducting data analysis with SPSS or Excel
- Familiarity with research methods or evaluation through coursework or experience

Preferred Qualifications:

- Knowledge of and/or interest in social service policy research, especially related to child welfare
- Familiarity with remote work

To apply:

Please submit your cover letter, resume, and brief writing sample to Emilie Swenson at emilie.swenson@maine.edu. Please apply by May 21, 2023.