

Position Summary:**Title:** Graduate Assistant**Hours per Week:** 20 hours/week**Department:** MeRTEC**Location:**

- Portland
 Gorham
 LAC
 Online/Distance

Duration:

- Full Academic Year
 Fall Semester
 Spring Semester
 Summer Semester

Total Stipend: \$11,250.00**Monthly Stipend:** \$1250/month**Scholarship Amount:** \$6000 for academic year (in-state) / \$6000 for academic year (out-of-state)**Supervisor Name:** Jennifer Pratt**Supervisor Email:** jennifer.l.pratt@maine.edu**Supervisor Phone:** 207-626-5028**Position Details:****Statement of Job and Essential Functions:**

The Maine Regulatory Training & Ethics Center (MeRTEC) at USM is seeking a Graduate Assistant to assist in development of grants to support USM–community business partnerships and other associated projects. The center actively seeks external funding to generate new knowledge and become a nationally recognized resource in regulatory compliance. Duties will also include the following:

- conducting literature surveys associated with grant proposal development;
- coordination and liaison work with key program faculty and administrators;
- maintaining a reference database and library collection for program-specific publications, press-releases and policy white papers, social media, etc. related to MeRTEC–relevant topics;
- assist with data collection, analysis and reporting

Background: MeRTEC was awarded Maine Economic Investment Funding and has developed graduate and undergraduate certificates as well as a minor in regulatory compliance. Graduates allow graduates to provide consultation to businesses about maintaining compliance to regulatory law in a cost-effective manner, regardless of the field or sector. Students with competency in regulatory compliance will be highly marketable as employees. They will obtain professional careers with mobility in a state where everyone wants to live. This certification can also provide a trained work force for businesses wanting to maintain this expertise on staff.

The ideal candidate will have a background in law, social sciences, or public policy, broadly defined, with excellent writing skills, and experience in scholarly literature searches. Preferred knowledge of qualitative and quantitative data collection procedures. The successful applicant will be awarded a full academic year stipend and tuition fee waiver.

The successful applicant will be awarded a full academic year stipend and tuition fee waiver.

For further information please contact:

Jennifer Pratt
University of Southern Maine (or jennifer.l.pratt@maine.edu)
MeRTEC
University of Southern Maine
126 Bedford Street
Portland ME, 04103

Submit Cover Letter, Curriculum Vitae and Undergraduate Transcript (unofficial/student copy is acceptable) to:

Jennifer Pratt
University of Southern Maine (or jennifer.l.pratt@maine.edu)
MeRTEC
University of Southern Maine
126 Bedford Street
Portland ME, 04103

Supervisory Responsibilities:

None

Budget Responsibilities:

None

Public and Professional Activities Related to Job Performance:

NA

Internal Contacts:

Ross Hickey and Jen Pratt

External Contacts:

NA

Knowledge, Skills, and Abilities:

The ideal candidate will have a background in law, social sciences, or public policy, broadly defined, with excellent writing skills, and experience in scholarly literature searches. Preferred knowledge of qualitative and quantitative data collection procedures.

Required Qualifications:

Must not be a University of Maine System employee.
Graduate Student in Social Sciences, Leadership or Psychology programs

Preferred Qualifications:

Graduate Student in Social Sciences, Leadership or Psychology programs

To Apply:

Submit your curriculum vitae, cover letter, and undergraduate transcript (unofficial/student copy is acceptable) via email to Jennifer Pratt (jennifer.l.pratt@maine.edu).