

Position Summary:**Title:** Graduate Assistant**Hours per Week:** 10 hours/week**Department:** USM Catherine Cutler Institute**Location:** Portland Gorham LAC Online/Distance**Duration:** Full Academic Year Fall Semester
 Summer Semester Spring Semester**Total Stipend:** \$2,000**Monthly Stipend:** \$500**Scholarship Amount:** \$1,500 (in-state) / \$1,500 (out-of-state)**Supervisor Name:** Jenny MacKenzie**Supervisor Email:** jennifer.mackenzie@maine.edu**Supervisor Phone:** 207-780-4525**Position Details:****Statement of Job and Essential Functions:**

The graduate assistant will support work on a collaborative project with the Maine Quality Forum (MQF). MQF is a state agency that monitors and works to improve the quality of healthcare in Maine. The project assists MQF by providing technical, policy, and research support on a variety of topics including primary care, behavioral health care, quality measurement, and public reporting.

The GA's work will primarily involve research in healthcare access, utilization, and spending, including primary care and behavioral health. This position will help the team:

- Assist with an environmental scan of other states that have conducted similar analyses, such as a literature review
- Present data on primary care and behavioral health care spending

Supervisory Responsibilities:

NA

Budget Responsibilities:

NA

Public and Professional Activities Related to Job Performance:

NA

Internal Contacts:

Project Staff

External Contacts:

NA

Knowledge, Skills, and Abilities:

Skills required:

Experience with Excel, Word

Attention to detail

Experience conducting literature reviews and summarizing findings

Writing skills

Skills preferred:

Endnote

Knowledge/interest in health policy and public health

Required Qualifications:

Skills required:

Experience with Excel, Word

Attention to detail

Experience conducting literature reviews and summarizing findings

Writing skills

Must not be a University of Maine System employee.

Preferred Qualifications:

Skills preferred:

Endnote

Knowledge/interest in health policy and public health

To Apply:

Submit your resume and cover letter via email to Jenny MacKenzie (jennifer.mackenzie@maine.edu).