

Graduate Assistantship Job Description

Position Summary:

Title: Research Assistant

Hours per Week: 10 hours/week

Department: Catherine Cutler Institute

Location:

☐ Portland

☐ Gorham

☐ LAC

☒ Online/Distance

Duration:

☒ Full Academic Year

☐ Fall Semester

☐ Summer Semester

☐ Spring Semester

Total Stipend: \$5,760

Monthly Stipend: \$640

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

Supervisor Name: Elora Way

Supervisor Email: elora.way@maine.edu

Supervisor Phone: 207-780-4762

Position Details:

Statement of Job and Essential Functions:

The Data Innovation Project (DIP), a research and evaluation team based at USM's Catherine Cutler Institute, is inviting applications for its Applied Research Fellowship Program. The Applied Research Fellowship places DIP-trained graduate students from USM with 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. Fellowship positions are paid work experiences and available at no cost to selected organizations.

There will be five positions available for the 24-25 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/

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.

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External Contacts:

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

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.

Must not be a University of Maine System employee.

Preferred Qualifications:

Have completed at least 2 graduate-level courses in their program of study (We do allow exceptions for candidates with strong professional backgrounds)

To Apply:

Submit your resume and cover letter via email to Elora Way (elora.way@maine.edu) by 6/7/2024.