

**Position Summary:****Title:** Graduate Assistant**Hours per Week:** 10 hours/week**Department:** Maine North Atlantic Development Office (MENADO)**Location:** Portland Gorham LAC Online/Distance**Duration:** Full Academic Year Fall Semester Summer Semester Spring Semester**Total Stipend:** \$5,625.00**Monthly Stipend:** \$625**Scholarship Amount:** \$1,500 for each semester (fall 2024 and spring 2025) (in-state) / \$1,500 for each semester (fall 2024 and spring 2025) (out-of-state)**Supervisor Name:** Dan Berger**Supervisor Email:** [berger@mitc.com](mailto:berger@mitc.com)**Supervisor Phone:** 207-541-7418**Position Details:****Statement of Job and Essential Functions:**

Graduate Assistant Role:

Global Trade Strategy

## Job Description:

The Maine International Trade Center is seeking a qualified graduate student for the Global Trade Strategy Graduate Assistant position. This assistantship provides emerging leaders with hands-on experience in working with real-world data and executing strategies that have economic impacts in Maine and globally.

## Position Summary:

Reporting to the Director of North Atlantic Initiatives, you will contribute to boosting Maine's global competitiveness in innovation sectors. Responsibilities include market research, data analysis, insight development, presenting findings, and internal, domestic, and international stakeholder engagement. The Global Trade Strategy Graduate Assistant is a hybrid role at times working from the Trade Center office in downtown Portland.

## Key Responsibilities:

- Develop and own the research plan, the dataset, the insights, and the communication plan.
- Conduct comprehensive global innovation landscape market research including market participants, new business formation, intellectual property, and other potential growth market factors.
- Explore, recommend, & use best tools for data analysis and visualization.
- Build, manage, and grow market dataset(s)
- Investigate data to extract actionable insights for global trade strategy.
- Create unique narratives & visualizations that increase the value of the data.

## Graduate Assistantship Job Description

- Communicate insights through clear written and verbal presentations to internal, domestic, and international stakeholders.
- Support strategic plans with data driven insights, owning elements of plan execution.
- Ad hoc special projects in partnership with the Director or other Maine International Trade Center staff

**Supervisory Responsibilities:**

N/A

**Budget Responsibilities:**

N/A

**Public and Professional Activities Related to Job Performance:**

See Statement of Job and Essential Functions

**Internal Contacts:**

See Statement of Job and Essential Functions

**External Contacts:**

See Statement of Job and Essential Functions

**Knowledge, Skills, and Abilities:**

The Maine International Trade Center acknowledges that every individual has a unique set of qualifications and interests. Even if you feel you do not meet all the desired success factors or key responsibilities, we encourage you to apply. We are an equal opportunities employer and welcome applications from all suitably qualified persons, irrespective of race, sex, disability, religion/belief, sexual orientation, or age.

**Required Qualifications:**

The assistantship offers an exceptional platform for cultivating and honing a diverse range of professional Success Factors, including:

- Achieve top-notch results in research, analysis, and planning.
- Deliver impactful presentations, fostering understanding among diverse stakeholders.
- Take a proactive approach to learning, enhancing job performance continuously.
- Exceed expectations and build trust through dedication and reliability.
- Efficiently manage tasks, optimizing workflows for project success.
- Demonstrate strong organization and prioritization, ensuring timely completion.
- Work independently, introduce innovative solutions, enhancing project effectiveness.
- Adapt to change, incorporate diverse perspectives, fostering collaboration.
- Promote a collaborative team environment, maximizing contributions for better outcomes.
- Synthesize ideas creatively from various sources, driving innovation.
- Navigate dynamic environments effectively, maintaining productivity amidst uncertainty.

Must not be a University of Maine System employee.

**Preferred Qualifications:**

N/A

**To Apply:**

Submit your resume and cover letter via email to Dan Berger ([berger@mitc.com](mailto:berger@mitc.com)).