

Position Summary:**Title:** Graduate Assistant**Hours per Week:** 10-20 hours/week**Department:** Muskie School of Public Service**Location:** Portland Gorham LAC Online/Distance**Duration:** Full Academic Year Fall Semester Summer 2024 Semester Spring 2024 Semester**Total Stipend:** \$3,000**Monthly Stipend:** \$1,000**Scholarship Amount:** \$3,200 (in-state) / \$3,200 (out-of-state)

Tuition amount would cover \$3,200 April 1, 2024-June 28, 2024 in total

Supervisor Name: Carolyn Gray**Supervisor Email:** carolyn.gray@maine.edu**Supervisor Phone:** 207-228-8079**Position Details:****Statement of Job and Essential Functions:**

The Muskie School's evaluation team is leading a multi-year evaluation of the Northern New England Clinical and Translational Research Network (NNE-CTR) which is funded by a NIH grant awarded to Maine Medical Center (MMC) in partnership with the University of Southern Maine (USM) and University of Vermont (UVM). The goal of the NNE-CTR is to increase the speed at which research makes the 'bench-to-bedside' journey from the laboratory to improved patient care.

The Graduate Assistant will work with the Evaluation Team to provide ongoing support. This may include, but is not limited to, assisting with the analysis and development of a summary brief from a survey of NNE-CTR registrants; contributing to a summary of key informant interviews about collaboration; assisting with literature reviews, written reports, and presentation materials; and other project tasks. This person may also take part in qualitative data collection activities, including assisting with digital storytelling.

Supervisory Responsibilities:

N/A

Budget Responsibilities:

N/A

Public and Professional Activities Related to Job Performance:

N/A

Internal Contacts:

Brenda Joly, Lead Evaluator Carolyn Gray, Project Director
brenda.joly@maine.edu carolyn.gray@maine.edu

External Contacts:

N/A

Knowledge, Skills, and Abilities:

- Strong written and oral communication skills
- Experience preparing reports and research posters
- Demonstrated experience in data entry, data management and basic data analyses
- Experience conducting literature reviews and summarizing findings.
- Ability to use citation management software (i.e. EndNote)

Required Qualifications:

- Strong written and oral communication skills
 - Attention to detail
 - Experience with Microsoft Office products, including: Word, Excel, and Powerpoint
- Must not be a University of Maine System employee.

Preferred Qualifications:

- Demonstrated skill with Excel
- Experience with data visualization applications (i.e. Canva, Piktochart) or digital storytelling platforms (StoryMaps)

To Apply:

Submit your resume and cover letter via email to Carolyn Gray (carolyn.gray@maine.edu).