

Position Summary:**Title:** Graduate 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:** \$4500**Monthly Stipend:** \$500**Scholarship Amount:** \$2760 (in-state) / \$2760 (out-of-state)**Supervisor Name:** Emilie Swenson**Supervisor Email:** emilie.swenson@maine.edu**Supervisor Phone:** 228-8295**Position Details:****Statement of Job and Essential Functions:**

The Catherine Cutler Institute, recognized nationally for its expertise in child welfare research, workforce development, and capacity building, maintains a Cooperative Agreement with the State of Maine Department of Health and Human Services, Office of Child and Family Services Child Welfare Program. This Cooperative Agreement leverages the University's expertise and experience in child welfare to support and strengthen the Department's Child Welfare program, focusing on policy and training. The Graduate Assistant will be engaged in the activities and deliverables of this agreement focused on evaluation of training and policy revisions with a goal of supporting and guiding consistent, high quality child welfare practice and services.

As a member of project teams, the Graduate Assistant provides information and data gathering, analysis, writing and other support to assure the timely completion of projects tasks and activities.

Activities may include:

- Gather supporting documents, data, and other information in support of the project;
- Conduct literature reviews;
- Assist in the development and implementation of primary data collection tools and systems, including surveys, interviews, and focus groups;
- Analyze, synthesize, and summarize data;
- Support learning management system implementation, course maintenance, and curriculum design;
- Prepare and maintain power point presentations;
- Write drafts of sections of documents, reports and other products for publication;
- Technical support for online training courses

The assistantship provides the opportunity for graduate students to develop their career interests through engaging with projects in child welfare.

Supervisory Responsibilities:

n/a

Budget Responsibilities:

n/a

Public and Professional Activities Related to Job Performance:

Student may have the opportunity to facilitate training activities, present at local or national conferences, facilitate Work Group discussions, and/or participate in presentations to local policy makers.

Internal Contacts:

Catherine Cutler Institute staff

External Contacts:

Maine OCFS staff; training participants

Knowledge, Skills, and Abilities:

- Demonstrated critical thinking skills
- Strong written and oral communication skills
- Ability to meet quality standards for accuracy, attention to detail, and timeliness
- Ability to function effectively both independently and collaboratively within a team environment
- Organizational, work management, and information research skills
- Knowledge and competence in the use of Microsoft software applications
- Ability to draft sections of written products, proofread and edit for punctuation, grammar, spelling, and clarity
- Ability to review scholarly and policy literature and conduct synthesized literature reviews

Required Qualifications:

- Demonstrated critical thinking and writing skills
 - Strong oral communication skills
 - Attention to detail and time-management skills
 - Experience with Microsoft Office products, including: Word, Excel, and Powerpoint
 - Experience conducting data analysis with programs such as SPSS or Excel
 - Familiarity with research methods or evaluation through coursework or experience
- Must not be a University of Maine System employee.

Preferred Qualifications:

- Knowledge of and/or interest in social service policy research, especially related to child welfare
- Familiarity with remote work
- Preference for availability to support project work on Fridays from approximately 9am-2pm (remote option)

To Apply:

Submit your resume and cover letter via email to Emilie Swenson (emilie.swenson@maine.edu) by 7/29/2024.