## Position Summary:

**Title:** Graduate Assistant                    **Hours per Week:** 15 hours/week

**Department:** Catherine Cutler Institute - Population Health and Health Policy

**Location:**

\_X\_ Portland          \_\_\_ Gorham          \_\_\_ LAC          \_\_\_ Online/Distance

**Duration:**

\_\_\_ Full Academic Year          \_X\_ Fall Semester

\_\_\_ Summer Semester          \_\_\_ Spring Semester

**Total Stipend:** $3,600

**Monthly Stipend:** $900/month

**Scholarship Amount:** $0 (in-state) / $0 (out-of-state)

**Supervisor Name:**  Evelyn Ali

**Supervisor Email:**  evelyn.ali@maine.edu

**Supervisor Phone:**  207-780-4960

## Position Details:

**Statement of Job and Essential Functions:**

The Catherine Cutler Institute (Cutler) is working with the State of Maine Office of MaineCare Services (OMS) to support efforts to respond to the opioid crisis and the ongoing impacts of substance use on our state through assessment of the Substance Use Disorder (SUD) treatment and recovery system of care. In collaboration with OMS and other Department of Health and Human Services offices, the Cutler Evaluation Team will utilize quantitative and qualitative methods to assess the "health" of the system. Position will also be involved with other Substance Use Disorder Projects.

**Supervisory Responsibilities:**

None

**Budget Responsibilities:**

None

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

This position provides an opportunity for student exposure to public health evaluation and the role of State funded or supported programs in the healthcare delivery system. The role of the graduate assistant in the evaluation process will help this person understand public health evaluation methods, processes, and outcomes.C

**Internal Contacts:**

Catherine Cutler Institute staff

**External Contacts:**

State of Maine staff

**Knowledge, Skills, and Abilities:**
Attention to detail, strong verbal and written skills, familiarity with Excel, ability to work within a team as well as autonomously, and good organizational skills. Basic understanding of the Behavioral Health System, Medicaid policy, and public health program evaluation desired.

**Required Qualifications:**
• Excellent oral and written communication skills
• Research skills, including data manipulation
• Willingness to learn and try new things
• Proficient in Microsoft Office products, including Word, PowerPoint, and Excel
• Basic familiarity analyzing data through programs such as Excel, SPSS, SAS
• Must not be a University of Maine System employee

**Preferred Qualifications:**
• Interest in public health, substance use disorder research and evaluation, mixed methods evaluation
• Works independently and part of a team
• Knowledge of GIS

**To Apply:**
Submit your resume and cover letter via email to Evelyn Ali (evelyn.ali@maine.edu) by 9/13/2024.