

Position Summary:**Title:** Graduate Assistant**Hours per Week:** 10 hours/week**Department:** MPPM – Muskie School**Location:** Portland Gorham LAC Online/Distance**Duration:** Full Academic Year Fall Semester
 Summer Semester Spring Semester**Total Stipend:** \$4500**Monthly Stipend:** \$500**Scholarship Amount:** \$3000 (in-state) / \$5000 (out-of-state)**Supervisor Name:** Caroyln Arcand**Supervisor Email:** carolyn.arcand@maine.edu**Supervisor Phone:** 780-4615**Position Details:****Statement of Job and Essential Functions:**

The graduate assistant will primarily be responsible for support of policy-relevant research activities. Assigned tasks will include collecting data, writing literature reviews, and summarizing articles and other materials in memo form. Additional tasks may include basic organization and analysis of quantitative data using Microsoft Excel as well as coding the content of qualitative materials (e.g., documents or transcripts). The position would be a good fit for someone seeking to build their skillset in undertaking policy-focused research.

Supervisory Responsibilities:

None

Budget Responsibilities:

None

Public and Professional Activities Related to Job Performance:

The graduate assistant will be expected to meet with the supervisor once per week to discuss tasks and progress. The graduate assistant may interact with state and/or local government staff members and USM library staff when engaging in data collection activities.

Internal Contacts:

Muskie School faculty and staff; USM library staff

External Contacts:

Maine state and local government staff

Graduate Assistantship Job Description

Knowledge, Skills, and Abilities:

Attention to detail, strong organization skills, ability to work independently, excellent communication skills (both verbal and written).

Required Qualifications:

- Strong verbal and written communication skills
- Willingness to learn and develop research skills
- Ability to work independently
- Must not be a University of Maine System employee.

Preferred Qualifications:

- Proficient with Microsoft Word
- Some experience with quantitative data organization and analysis using Microsoft Excel
- An interest in public policy research, particularly related to the impact of policy on paid and unpaid caregiving

To Apply:

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

Preference will be given to Muskie students.