

Graduate Assistantship Job Description

Position Summary:

Title: Research Assistant

Hours per Week: 10 hours/week

Department: Data Innovation Project at the Cutler Institute

Location:

☐ Portland

☐ Gorham

☐ LAC

☒ Online/Distance

Duration:

☒ Full Academic Year

☐ Fall Semester

☐ Summer Semester

☐ Spring Semester

Total Stipend: \$5,760

Monthly Stipend: \$640

Scholarship Amount: \$3,000 (in-state) / \$3,000 (out-of-state)

Supervisor Name: Elora Way

Supervisor Email: elora.way@maine.edu

Supervisor Phone: 505-231-3177

Position Details:

Statement of Job and Essential Functions:

The Data Innovation Project's Applied Research Fellowship Program places DIP-trained graduate students from the University of Southern Maine in community organizations to support their applied research and evaluation efforts. This program both enhances community organizations' data capacity and provides USM graduate students with hands-on education and skill building on program evaluation.

There will be five positions available for the 25-26 academic year, so we encourage all interested candidates to apply!

DO NOT APPLY THROUGH THE OGS WEBPAGE. Read more about this program and access the separate online application through our website at

https://datainnovationproject.org/applied_research_fellowship/

Supervisory Responsibilities:

None

Budget Responsibilities:

None

Public and Professional Activities Related to Job Performance:

N/A

Internal Contacts:

Fellows will primarily be in contact with the Data Innovation Project team.

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External Contacts:

Yes, fellows are working with community-based organizations across the state. They are expected to maintain strong professional etiquette through their placement.

Knowledge, Skills, and Abilities:

Varies based on community placement. General skills and abilities are as follows:

- Strong written and oral communication
- Able to work remotely and communicate effectively in that format
- Self starter, able to carry out tasks independently and work with others in a collaborative environment
- Ability to listen for understanding, be curious about the work and the organization they work with

Required Qualifications:

No required qualifications beyond OGS' minimum requirements.
Must not be a University of Maine System employee.

Preferred Qualifications:

Have completed at least 2 graduate-level courses in their program of study (We do allow exceptions for candidates with strong professional background, please reach out to Susy if you would like this accommodation).

To Apply:

Review the program information [on this page](#), then complete the [application linked here](#) by 6/6/2025.
Direct questions to Elora Way (elora.way@maine.edu).