

Graduate Assistantship Job Description

Position Summary:

Title: Research Assistant

Department: Cutler Institute - Epidemiology

Hours per Week: 10 hours/week

Location(s): Online/Distance

Lab (if applicable): N/A

Duration: Fall 2026 semester, Spring 2027 semester

Anticipated Start Date: 9/24/2026

Total Stipend: \$6,000 for master's-level students / \$7,000 for doctoral-level students, paid biweekly

Tuition Waiver: up to 3 graduate credits per semester during each the Fall 2026 semester, Spring 2027 semester

Supervisor Name: Rebecca Bussa

Supervisor Email: rebecca.bussa@maine.edu

Supervisor Phone: N/A

*** Per [CBA, Art. 38, § 7](#), graduate workers who are on approved remote work arrangement may need to physically come to campus periodically to perform work or attend meetings. Check with the supervisor for any on-campus requirements.*

Other Information:

- The University offers a GA/TA/RA health benefit plan to USM graduate workers through Gallagher Health. Additionally, effective July 1, 2026, workers have access to dental and vision insurance options and voluntary retirement savings plans; USM will not cover these costs.
- Graduate workers are also eligible for resources through the UMS Employee Assistance Program (EAP).

Position Details:

Statement of Job:

This position works with the Maternal and Child Health staff in Maine CDC Division of Disease Prevention's Epidemiology team at the Cutler Institute. The Graduate Assistant will contribute to data analysis, management, and communication projects as well as survey preparation and administration for state maternal and child health surveillance programs.

The GA will have the opportunity to engage with a range of projects in collaboration with Maternal and Child Health Epidemiology staff, such as:

- Support the team with preparation and administration of the Maine Families Annual.
- Participant Satisfaction survey, including developing data summaries, data visualizations, and reports.
- Assist with coding of fetal and infant mortality data.
- Conduct literature reviews on maternal and child health epidemiological topics.
- Develop infographics and visualizations based on infant and children's health screening data.

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Essential Functions:

- Assist Maternal & Child Health Epidemiology team with quantitative and qualitative research projects, including data collection and analysis;
- Prepare data summaries and reports
- Perform data entry and maintain records, files, or databases;
- Attend Maternal and Child Health team meetings as needed;
- Handle confidential or sensitive research information with care and professionalism;
- Collaborate with staff and other research team members;
- Complete additional projects as assigned.

Supervisory Responsibilities:

N/A

Budget Responsibilities:

N/A

Public and Professional Activities Related to Job Performance:

N/A

Internal Contacts:

Maternal and Child Health Epidemiology staff

External Contacts:

Maine CDC Division of Disease Prevention program staff

Knowledge, Skills, and Abilities:

- Knowledge of basic epidemiological research practices and data collection and analysis procedures
- Strong attention to detail, organization and analytical skills
- Strong written and verbal communication skills
- Ability to follow analysis protocols and data management practices
- Ability to work independently and collaboratively
- Ability with work with minimal direction at times
- Familiarity with Microsoft Office applications
- Experience using Canva or basic graphic design software preferred
- Familiarity with SAS preferred
- Familiarly with Qualtrics or other survey software preferred

Required Qualifications:

- No additional required qualifications
- Must not be a non-student University of Maine System employee.
- The use of a personal computer or laptop IS required for this position. Note: designated [on-campus computer lab workstations](#) are available on a first come, first served basis.

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Preferred Qualifications:

- Successful completion of one (1) course in Biostatistics, such as MPH 545 Applied Biostatistical Analysis or equivalent, and one (1) course in Epidemiology, such as MPH 535 Introduction to Epidemiological Research or equivalent.
- Suggested academic programs: Master of Public Health

This position shall be covered by the University of Maine System and University of Maine Graduate Workers Union Collective Bargaining Agreement.

To Apply:

Submit your application, including your resume and cover letter, via the [Graduate Assistant Application form linked here](#) by 9/4/2026. In your cover letter, include a self-assessment about how this position relates to your academic program and professional aspirations. Candidates should receive notice of employment decisions by 9/18/2026.

Please direct any questions specific to this position to the supervisor at rebecca.bussa@maine.edu or N/A. For general questions about the GA program, or the Graduate Assistant Application form, reach out to the Office of Graduate Studies, usmgradstudies@maine.edu or 207-780-4872.