Graduate Research Assistantship Position | Spring 2023

Supporting Economic Development through International Trade

STATEMENT OF JOB:

The Maine International Trade Center is seeking a graduate student from January to May 2023 to assist Maine North Atlantic Development Office Director, Dana Eidsness in her efforts to:

1. Organize a Finland Trade & Study Mission
2. Coordinate lead sponsorship and Maine stakeholder engagement for the 2023 Seagriculture USA international seaweed innovation conference
3. Other project duties as assigned

ASSISTANTSHIP DESCRIPTION:

The ideal graduate assistant will:

- Be flexible & comfortable taking initiative to work independently
- Participate in weekly staff meetings
- Work both remotely and in-person at our Portland MITC office

The graduate student will also have familiarity with or is willing to learn:

- Microsoft Suite (Particularly Outlook & Teams)

ASSISTANTSHIP DETAILS:

- **Location:** Portland office & remote work
- **Hours:** 20 hours per week
- **Compensation:** Stipend of $1,250 per month, Jan - May, totaling $6,250; tuition assistance is $3,000 for spring semester
- **Deadline:** Immediately – open until filled (MITC would prefer to solidify this by ~12/9)
- **Start Date:** Week of 1/16/23

ELIGIBILITY:

To be eligible for and maintain a Graduate Assistantship position, students must:

- Maintain a minimum GPA of 3.0
- Enroll in 6 graduate credits or more in each semester that you are employed as a GA.
- Be matriculated in a graduate degree program at USM (students in certificate-only programs are not eligible).
- Remain in good academic standing and be making acceptable progress towards your degree

QUALIFICATIONS:

- Research and analytical skills (quantitative & qualitative).
- Interest in research, business development, economic development, and or international program management.
- Proficient computer skills with Word, Microsoft Excel, Outlook, & Teams.
• Strong written and oral communication skills, with the ability to use data.
• Ability to self-motivate, work independently, and set own priorities.

HOW TO APPLY:
To apply, please compile application materials and submit to research assistantship supervisor via email.

APPLICATION PACKAGE:
*All in PDF form, please.
• Cover letter detailing your interest and qualifications
• Resume or CV
• Writing sample (Can be a course paper, looking for quality and structure, not length)

SEND TO:
Please send application package to Tracey Meagher, tracey.meagher@maine.edu.