Graduate Research Assistantship Positions
Supporting Research Capacity-Building and Economic Development

Background
The Cutler Institute for Health and Social Policy is responsible for research development and administration at the University of Southern Maine. The Institute’s Research Service Center (RSC) is a customer-oriented full-service center that provides services for all sponsored grants and contracts: finding funding, developing and submitting a proposal, managing a grant, and compliance and auditing. An important function of the RSC is helping faculty and professional staff identify funding opportunities and develop competitive proposals. This function is overseen by Development Associates who work with staff from the Research Service Center.

The Cutler Institute provides financial support through the Maine Economic Improvement Fund (MEIF) for graduate assistantships to support the efforts of the Development Associates to increase the number of competitive proposals to external funding sources that support applied research, curriculum development, student engagement, education, and outreach. The graduate assistants will also help to develop and execute a menu of research capacity-building learning opportunities for faculty, staff, and students and offer support to individual researchers and USM Departments/Colleges in developing research.

In addition, graduate assistants will support the development of economic development activities at the University that are responsive to regional needs for economic growth. Current efforts include a planning process to build up the USM engineering program and the development and/or expansion of partnerships with institutions in the North Atlantic region.

Assistantships are available immediately for up to two years.

Assistantship Description
The Cutler Institute has three graduate research assistant positions available for summer 2017, 2017-2018 Academic Year, summer 2018, with possible renewal beyond that. Examples of potential and existing projects that the student may work on are:

1. Develop and execute a strategy to increase the number of competitive proposals to external funding sources that support applied research, curriculum development, student engagement, education and outreach; and to continuously identify, monitor and evaluate signature and emerging research areas at the University that support the needs of the community.

2. Work with Development Associates to develop and execute a menu of workshops, seminars, and meetings that build the capacity of faculty, staff, and students to conduct research, scholarship, and creative activity.

3. Identify funding opportunities targeted to individual faculty strengths and interests; identify funding opportunities for USM Departments/Colleges to implement a research agenda.

4. Conduct literature searches that support proposal development, individually, departmental, and across engineering and North Atlantic initiatives.

5. Assist in organizing and participate in development meetings with faculty and professional staff.

6. Assist in organizing and participate in community outreach events to highlight USM signature and emerging research and identify community needs that could be addressed through applied research and student engagement.
7. Assist in the development of competitive proposals.
8. Work with Cutler staff and lead faculty/staff members to identify the needs of the communities impacted by the engineering and North Atlantic initiatives.
9. Support lead faculty/staff in establishing and maintaining communications with Reykjavik University colleagues, and in gaining a better appreciation of Iceland’s as well as Reykjavik University’s research and academic assets that would support the initiatives.
10. Work with Cutler staff and lead faculty/staff members in defining outcome-based implementation plans for the initiatives.

**Assistantship Details**

**Location:** Wishcamper Center, USM Portland  
**Hours:** 20 hours per week  
**Compensation:** $1,200 per month and tuition waiver during academic year/other arrangements for summer session  
**Contact:** Terry Shehata (contact information, see below)  
**Deadline:** Immediately – open until filled

**Qualifications**
- Student in a Master’s Program at the University of Southern Maine  
- Research and analytical skills (primarily qualitative; quantitative skills a plus)  
- Interest in research; economic, workforce, and/or sustainable development policy and planning  
- Proficient computer skills with Word, Microsoft Excel  
- Strong written and oral communication skills – ability to communicate clear and concisely, using data as appropriate  
- Ability to self-motivate, work independently, and set own priorities.

**How to Apply**
Submit the documents below by the deadline date. After review, an interview will be scheduled.

**Application package:**  
- Cover letter detailing your interest and qualifications  
- Resume or CV  
- Writing sample (a course paper is fine, looking for quality and structure over quantity)

**Send to:**  
Terry Shehata, Ph.D.  
USM Maine Economic Improvement Fund (MEIF) Coordinator  
Cutler Institute for Health and Social Policy  
University of Southern Maine  
34 Bedford Street  
Portland, Maine 04104  
E-mail: a.shehata@maine.edu  
(Please send as PDFs or in Word documents, as email attachment to a.shehata@maine.edu)

**Prospective start date:** July 1, 2017 or as soon as possible summer 2017

USM is an EEO/AA employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law.