Supporting Signature and Emerging Research Strengths
Graduate Assistant Position for Spring 2016, with potential continuation in Summer 2016 and Academic Year 2016-2017

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 is a customer-oriented full-service center that provides pre- and post-award services for all sponsored grants and contracts. An important function of pre-award activities is helping faculty and professional staff identify funding opportunities and develop competitive proposals. This function is the primary responsibility of Development Associates who work with staff from the Research Service Center. The Cutler Institute is providing financial support through the Maine Economic Improvement Fund (MEIF) for graduate assistantships to support the efforts of the Development Associates in the development and execution of 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.

Assistantship Description: The Cutler Institute has three graduate research assistant positions available for the spring 2016 semester, summer 2016 and the 2016-2017 Academic Year. 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. Inventory faculty research, scholarship and creative activity strengths
3. Identify funding opportunities targeted to faculty strengths and interests
4. Conduct literature search that support proposal development
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 address through applied research and student engagement
7. Assist in the development of competitive proposals

Assistantship Details

Location: Wishcamper Center, USM Portland
Hours: 20 hours per week
Compensation: $1,000 per month and tuition waiver
Contact: Terry Shehata (contact information, see below)
Qualifications sought:

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

How to Apply

Deadline: January 15, 2016

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: February 1, 2016

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.