Graduate Assistant Position for Fall 2015, with potential continuation for Spring 2016

About MCBER: For over 30 years, the Maine Center for Business and Economic Research (MCBER) has been a leader in providing Maine’s public and private sector organizations with timely analysis and innovative solutions that address economic opportunities and challenges. The Center’s mission is to help build vibrant and resilient communities in Maine by fostering regional economic ecosystems that promote healthy and sustainable economic development. With its partner organizations and communities, MCBER provides technical assistance to private and public sector organizations through the combined expertise of faculty, staff, and students from various schools and departments at the University of Southern Maine. MCBER is funded in part by the US Department of Commerce’s Economic Development Administration and is affiliated with the School of Business and Muskie School of Public Policy at the University of Southern Maine.

Assistantship Description: MCBER has one (potentially two) graduate research assistant positions available for the fall 2015 semester, with potential to continue into the spring 2016. Students will assist MCBER’s project director on one or more research projects throughout the semester, in addition to other smaller project tasks, such as assistance with the preparation of presentations. Duties will include gathering data from primary and secondary data sources, compiling databases and analyzing them, preparing appropriate visual presentations of data, and writing reports. Examples of potential and existing projects that students may work on are:

- Technical assistance to the City of Portland and Portland Region Chamber of Commerce on FDI and economic development initiatives related to international trade
- A workforce and labor market profile for one of Maine’s workforce investment areas in support of their regional development strategy
- Economic impact modeling for several projects, which may include survey development, data gathering, analysis, and report writing
- Analysis of regional innovation and entrepreneurial ecosystems
- Regional industry cluster analysis
- Population and workforce forecasting in core technology sectors
Assistantship Details

Location: Wishcamper Center, USM Portland, 304

Hours: 20 hours per week

Compensation: $1,000 per month and tuition waiver

Supervisor: Ryan Wallace, Project Director

Contact: Pat Puschock, Administrative Specialist, 207-780-5859, puschock@usm.maine.edu

Qualifications sought:

• Student in a Master’s Program as the University of Southern Maine
• Strong research and analytical skills (quantitative or qualitative)
• Interest in economic, workforce, or planning related issues
• Proficient computer skills with Microsoft Excel or other data management software
• Experience with secondary public data sources
• Strong written presentation skills and ability to communicate data
• Ability to self-motivate, work independently, and set own priorities

How to Apply

Deadline: August 27, 2015

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: puschock@usm.maine.edu

Please send as PDFs or in Word documents.

Interviews: September 1 & 2

Notifications: September 3

Prospective start date: Week of September 8

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.