Graduate Assistant Job Description

Position Summary:

Title: Research Assistant

Hours per Week: 10 hours/week

Department: Muskie School of Public Service

Location:
- Portland
- Gorham
- LAC
- Online/Distance

Duration:
- Full Academic Year
- Fall Semester
- Spring Semester
- Summer Semester

Total Stipend: 2000

Monthly Stipend: 500

Scholarship Amount: 1500 (in-state) / 2500 (out-of-state)

Supervisor Name: Carolyn Gray

Supervisor E-Mail: carolyn.gray@maine.edu

Supervisor Phone: 228-8079

Position Details:

Statement of Job and Essential Functions:

The University of Southern Maine is working with the University of Vermont on a project that is studying effective approaches, methods, and messaging to support COVID-19 testing in rural communities in northern New England. The study is funded by the National Institutes of Health as part of their Rapid Acceleration of Diagnostics: Underserved Populations (RADx-UP) program, which was created to ensure that all Americans have access to COVID-19 testing, with a focus on the communities most affected by the pandemic. The goal is to understand facilitators and barriers to COVID-19 testing, so access to testing in rural areas can be improved. We also will explore better methods to communicate about health issues with rural communities.

The Graduate Assistant will work with the qualitative team to help provide an environmental scan of testing options in Maine since the pandemic began. This will include, but is not limited to, researching testing options that were communicated during the pandemic, reviewing the literature, and participating in and/or using stakeholder interview recordings to inform the environmental scan. Additionally, the Graduate Assistant will assist with programmatic efforts including managing team meeting minutes as well as compiling and reviewing project-related documents.

Supervisory Responsibilities:

NA

Budget Responsibilities:

NA

Public and Professional Activities Related to Job Performance:

NA

Internal Contacts

Work with staff on the project.
External Contacts
May participate in team meetings with external partner.

Knowledge, Skills, and Abilities:
• Strong written and oral communication skills
• Experience conducting literature reviews and summarizing findings.
• Ability to use citation management software (i.e. EndNote)

Required Qualifications:
• Strong written and oral communication skills
• Attention to detail
• Experience with Microsoft Office products, including: Word, Excel, and Powerpoint

Preferred Qualifications:
• Demonstrated skill with Excel
• Mapping skills

To Apply:
Submit your resume and cover letter via email to Carolyn Gray (carolyn.gray@maine.edu).