Position Summary:
Title: Graduate 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: 4500.00
Monthly Stipend: 500.00
Scholarship Amount: 3000.00 (in-state) / 0 (out-of-state)

Supervisor Name: Cathie Fallona
Supervisor E-Mail: catherine.fallona@maine.edu
Supervisor Phone: 228-8326

Position Details:
Statement of Job and Essential Functions:
The graduate assistant will assist with research and program evaluation associated with the Center for Education Policy, Applied Research and Evaluation (CEPARE) and the Maine Education Policy Research Institute (MEPRI). As time permits the graduate assistant may also provide teaching support by researching and gathering course materials. Duties will include conducting literature reviews, assisting with data collection and analysis (i.e., surveys, interviews/focus groups, observations, student assessment), and collaborating on the preparation of presentations to stakeholders.

Supervisory Responsibilities:
None

Budget Responsibilities:
None

Public and Professional Activities Related to Job Performance:
The following are not required but ideally the graduate assistant would participate in the following research and program evaluation activities:
---- Conducting interviews and focus groups via Zoom.
---- Attending and taking field notes at Zoom meetings and events connect to the research and program evaluation projects.
---- Collaborating on the preparation and presentation of research and program evaluation findings.

Internal Contacts
CEPARE and MEPRI staff

External Contacts
MDOE staff
K-12 Teachers and Administrators

Knowledge, Skills, and Abilities:
The specific research skills are not required at the time of hire as long as the candidate is willing to learn and is responsive to feedback. The candidate for this position should have strong oral and written communication skills.

Required Qualifications:
Strong written and oral communication skills.
Interest in K-12 education.

Preferred Qualifications:
Experience in K-12 education.
Ability to conduct literature reviews.
Familiarly with research methods.

To Apply:
Submit your resume and cover letter via email to Cathie Fallona (catherine.fallona@maine.edu).