Graduate Assistant Job Description

Position Summary:
Title: Research Assistant
Department: Public Health
Hours per Week: 10 hours/week

Location:                  Duration:                      
Portland                  Full Academic Year
Gorham                    Fall Semester
LAC                       Spring Semester
X                          Summer Semester

Total Stipend: 4500
Monthly Stipend: 500
Scholarship Amount: 3000 (in-state) / 3000 (out-of-state)

Supervisor Name: Jean Talbot, Erika Ziller
Supervisor E-Mail: jean.talbot@maine.edu
Supervisor Phone: 2076715724

Position Details:
Statement of Job and Essential Functions:
The Maine Rural Health Research Center and Rural Telehealth Research Center are seeking up to three Graduate Research Assistants (RAs) to participate in federally funded projects examining access to health care services in rural areas. The same individual may hold up to two of these positions. Primary project deliverables include a chartbook profiling the health and wellbeing of rural Americans living in or near poverty; a policy brief on children’s Medicaid coverage in rural areas; and a policy brief/article examining the use of telebehavioral health services during the first year of the COVID-19 public health emergency. RAs may work on other rural health-focused projects as needed.
The RAs will work primarily with teams of researchers led by Jean Talbot and Erika Ziller. The RA’s primary responsibilities will be to provide project support in the following areas:
- Literature review and synthesis
- Preparing for the analysis of quantitative data through review of codebooks and other data documentation
- Providing assistance with tasks including scheduling and preparation of meeting minutes
- Assisting in data visualization, including creation of charts and figures from Excel spreadsheets
- Preparing written reports
Depending on candidate qualifications, the projects may provide the RAs with opportunities to assist in drafting text for project deliverables, ArcGIS mapping, and writing SAS code to run descriptive and bivariate statistics.

Supervisory Responsibilities:
None

Budget Responsibilities:
None

Public and Professional Activities Related to Job Performance:
See above.
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**Internal Contacts**
Project team members and staff of the Maine Rural Health Research Center and Rural Telehealth Research Center

**External Contacts**
N/A

**Knowledge, Skills, and Abilities:**
- Knowledge about social determinants of health, behavioral health, epidemiology, telehealth, and rural health, or interest in learning about these topics.
- Excellent skills in written and oral communication, time management, and organization.
- Familiarity with Microsoft Office suite (Word, Excel, PowerPoint) and EndNote.
- Basic knowledge of quantitative data analysis/interpretation.

**Required Qualifications:**
- Interest in conducting research and in developing knowledge in areas of social determinants of health, behavioral health, epidemiology, telehealth, and rural health
- Excellent skills in written and oral communication, time management, and organization
- Familiarity with Microsoft Office suite (Word, Excel, PowerPoint)
- Basic knowledge of quantitative data analysis/interpretation

**Preferred Qualifications:**
Experience using EndNote
- Experience conducting literature reviews
- Experience in creating figures and charts in Excel
- Experience using SAS or other statistical software for data analysis
- Experience analyzing public-use data sets

**To Apply:**
Submit your resume and cover letter via email to Jean Talbot, Erika Ziller (jean.talbot@maine.edu).