**University of Maine**

**Job Description**

**Title:**  MAINECAN Research Associate

**Department:** Mitchell Center for Sustainability Solutions

**Date:**  February 2024

**Reports To:** Director

**Purpose of Position:** This position is in support of multiple research projects that are investigating the barriers, opportunities, existing and historic actions, decision drivers, and necessary support systems for community-driven solutions to climate adaptation (e.g., responding to challenges such as rising sea levels, extreme temperatures, storms, flooding, erosion, wind damage, drought, wildfires, etc.) and mitigation (e.g., renewable energy generation, energy efficiency, batteries and other energy storage, microgrids, beneficial electrification, and/or conservation in the electricity, heating, and/or transportation sectors, etc.). A major objective of these projects is to help build capacity in communities and in academia for community-engaged, solutions-oriented, transdisciplinary research and practice. A major objective of this position is advancing research and community-driven solutions that span the traditional boundaries of climate adaptation and mitigation and understanding the benefits and challenges of an integrated focus on climate adaptation and mitigation at the community level. This position will help advance the new and growing Maine community-driven Energy and Climate Action Network (MAINECAN) that unites communities in Maine taking action on climate and energy challenges and the entities supporting them. A major focus of this work is on supporting underserved communities (defined by the US EPA as a community with environmental justice concerns and/or vulnerable populations, including minority, low income, rural, tribal, indigenous, and homeless populations) in meeting their own climate and energy goals.

**Essential Functions and Responsibilities:**

* Lead regular communication across multiple research teams and external partners (e.g., email, Zoom and in-person meetings, manage Google Calendar invitations, shared notes, etc.).
* Assume broad research responsibilities at the intersection of climate adaptation and mitigation to advance community-driven solutions.
* Participate in ongoing team research and community project activities.
* Prepare manuscripts for publication and technical reports, fact sheets, and/or other white papers in collaboration with researchers, community partners, and student assistants.
* Present research findings and community project case studies at public and professional meetings in collaboration with researchers, community partners, and student assistants.
* Help mentor students as appropriate.
* Maintain accurate records of research findings, analysis of results, and community project activity.
* Perform other reasonably related duties as assigned to facilitate the success of the projects.

**Knowledge and Skill Qualifications:**

**Required:**

* Master’s degree with one or more years of experience, or a Bachelor’s degree with a sufficient combination of education and experience.
* Knowledge of and experience with multiple climate adaptation and/or climate mitigation strategies.
* Demonstrated commitment to solutions-focused, community-driven, transdisciplinary research and applications.
* Demonstrated commitment to solve pressing problems using innovative methods (qualitative, quantitative, transdisciplinary and/or engaged).
* Experience with collaborative projects.
* Willingness to learn and expand knowledge & skills beyond existing/historic experience/understanding.
* Strong interpersonal communication skills and the ability to work effectively with a wide range of constituencies.
* Ability to develop manuscripts and deliver presentations.

**Preferred:**

* Ph.D.
* Preferred fields of study: interdisciplinary combination of social sciences (e.g., anthropology, psychology, indigenous studies, economics, public policy, etc.) and science or engineering.
* Knowledge and experience of/with community-level decision making, organizing, and/or project implementation preferred.
* Knowledge and experience of/with Wabanaki nations.
* Knowledge and experience of/with Maine communities.
* Knowledge and experience of/with rural communities.
* Knowledge and experience of/with disadvantaged populations.

**Supervision Responsibilities:** Supervises student employees.

**Schedule for Evaluation:** In accordance with UMPSA agreement.

**Work Environment:** Work may be performed in a classroom, office or field site. Workload priorities may need to be shifted and schedules changed in order to meet multiple deadlines. Travel for meetings and other project-related tasks will be required.

**Work Schedule:** Normal University of Maine business hours are Monday through Friday 8:00 am to 4:30 pm. Work outside of normal business hours will be necessary in order to complete the requirements of the position. Employee shall keep regular office hours and in consultation with supervisor adjust work schedule as appropriate.

**Work Year:** Full-time, fiscal year.

**Position Type:** Two-year, fixed length.

**Job Family/Salary Band:** 05/03.

Appropriate background checks will be required.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety Training, Workplace Violence and Sexual Harassment.