University of Maine

Job Description

TITLE: Research Assistant

DEPARTMENT: Margaret Chase Smith Policy Center

DATE: May 2021

REPORTS TO: Research Professor

**Purpose:** This position is intended to complement the analytical and policy research capacity of the Margaret Chase Smith Policy Center by participating in research and development activities of the Center. Specifically, this position is responsible for assisting with the completion of goals for state-funded projects including, but not limited to, the Maine Naloxone Distribution Initiative (MNDI) and the Maine Drug Data Hub website.

**Essential Duties & Responsibilities:**

* Analyzes data from multiple public health and public safety sources including emergency medical services, law enforcement, and data related to the Maine Naloxone Distribution Initiative as well as the Maine Drug Data Hub.
* Assists in the oversight of data quality for the Maine Naloxone Distribution Initiative and Maine Drug Data Hub.
* Creates systems for data processing and archiving.
* Prepares policy briefs for audiences internal and external to the department.
* Independently prepares, or assists in the preparation of, general project reports, research results, professional publications and manuscripts, and development and delivery of presentations.
* Participates in and assists with the coordination of meetings with the internal and external members of project research teams as well as external project stakeholders.
* Uses GIS to display and analyze data.
* Creates and maintains interactive data dashboards.
* Assists with the maintenance of Mainedrugdata.org.
* Collaborates with University faculty, state and federal public health and law enforcement agencies, as well as private and non-profit sector units on funded programs.
* Administers effective strategies consistent with the projects’ goals and objectives, implements project evaluation plans, and oversees policies, procedures and accountability in accordance with University, state, and federal requirements.
* Engages in on-going professional development activities including, but not limited to: participating in trainings such as webinars or formal courses; staying up-to-date on developments in the fields of public health, substance misuse, and researching novel opportunities and strategies for the dissemination of project data.
* Performs other reasonably related research and communication functions as determined necessary by staff consensus and Center project needs.

**Knowledge & Skill Qualifications:**

**Required:**

* Master’s degree in computer science or closely related field.
* Demonstrated ability to use geographic information systems.
* Demonstrated knowledge of website coding and digital curation.
* Ability to quickly learn and adopt new technologies and software.
* Experience developing data reports and delivering presentations.
* Demonstrated technical writing skills.
* Familiarity with public policy processes and governmental institutions.
* Strong interpersonal and communication skills.
* Ability to foster relationships and work effectively with a wide range of constituencies.

**Preferred:**

* Master’s degree in computer science, or equivalent educational/work experience.
* Three to five years’ relevant work experience.
* Demonstrated ability to perform epidemiologic analyses using appropriate quantitative and qualitative methods.
* Previous work in utilizing technical skills in the social sciences such as anthropology, sociology, public health or social work.

**Supervisory Responsibility:** This position has no supervisory responsibilities.

**Work Environment:** The Research Assistant must be capable of working on multiple tasks, with constantly shifting priorities, often under strict deadlines. The Research Assistant must be capable of interacting with a diverse clientele and operating in a non-hierarchical organization situated within a large bureaucracy. The Research Assistant will have access to necessary computer technology. The nature of the work and the design of the organization require that the Research Assistant work collaboratively with internal and external partners. Work may be performed in an office setting or remotely.

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

**Work Schedule:** Normal University of Maine business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Due to the nature of the position, work beyond regular hours (to include evenings and weekends) will occasionally be necessary to meet the requirements of the position. The employee shall establish regular working hours and in consultation with the supervisor, adjust the work schedule as appropriate. Work may be performed 100% remotely.

**Position Type:** Soft Money Grant funded**.** Contingent on funding and successful performance.

**Schedule for Evaluation:** In the initial six months of employment and annually thereafter in accordance with the UMPSA Agreement.

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

Appropriate background checks are 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.