UNIVERSITY OF SOUTHERN MAINE

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PROFESSIONAL POSITION DESCRIPTION

Position Title: **Research Assistant II: VAWA MEI**
Division: **Muskie School of Public Service**
Department: **Catherine Cutler Institute**
Location: **Wishcamper, Portland**
Schedule: **Full-time, Flexible**
Reports to: **Policy Associate, Hannah Brintlinger**

STATEMENT OF THE JOB:
The Research Assistant II will work with staff to collect, compile, and analyze qualitative and quantitative data pertaining to projects concerning domestic violence, sexual assault, and stalking. With staff guidance, s/he will assist in research, data analysis, policy analysis, data processing, data quality review, and program evaluation within the Catherine Cutler Institute for Health and Social Policy. This position provides assistance in data analysis, data interpretation, developing conclusions, and making recommendations to funding agencies. Knowledge of Microsoft Office, some knowledge of qualitative and quantitative research methods, and strong written and oral communication skills are expected. Some travel may be required.

ESSENTIAL FUNCTIONS:

- Demonstrates capacity to work as a member of a project team, as well as an ability to work independently.
- Works on multiple priorities simultaneously.
- Maintains a high level of accuracy and timeliness.
- Collects and processes qualitative and quantitative data.
- Assists in data input, processing, analysis, and quality review.
- Assists in data reporting and data visualization.
- Assists in writing summaries of data and literature, project reports, and publications.
- Assists in presenting information at conferences, meetings, and training sessions.
- Travels for project-related work and meetings as needed.
- Additional duties as reasonably assigned.
- Maintains regular email and phone contact with external partners, including state, local, and community DV/SA/Stalking service providers.
- Takes and distributes minutes for meetings, and conference calls as needed.
- Provides training and technical assistance to external partners.

SPECIAL ESSENTIAL FUNCTIONS/RESPONSIBILITIES*:
(Eliminate any that do not apply)

- Work on federally funded projects.

SUPERVISORY RESPONSIBILITIES:

- No supervisory responsibilities

BUDGET RESPONSIBILITIES:

- No budget responsibilities

PUBLIC AND PROFESSIONAL ACTIVITIES RELATED TO JOB PERFORMANCE:

- None

INTERNAL AND EXTERNAL CONTACTS:

Internal: Cultivates relationships with project directors and research staff across the Cutler Institute.

External: Maintains external contacts with project consultants as well as federal, state, and community agencies.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrates ability to communicate and work with a broad spectrum of administrators, researchers, and other professionals in the fields of one or more of the following: social work, violence against women, social justice, and academic or policy research.
- Demonstrates ability to take initiative and identify new tasks.
- Possesses an attitude that fosters a respectful, non-threatening workplace environment.
- Demonstrates knowledge and experience in maintaining a safe working/learning environment.

QUALIFICATIONS:

Required:

- Bachelor's degree and one year work experience, or completion of degree within first year.
- Knowledge of qualitative and quantitative research methods.
- Prior usage of analytic software (such as SPSS, Power BI, or R).
- Experience with Excel and Microsoft Word.
- Capacity for prolonged focus on detail-oriented processes.
- Demonstrated analytical abilities.
- Ability to participate in project-related writing.
- Demonstrated strong written and oral communication skills.
- Ability to handle customer communication with a consistently helpful attitude.
- Ability and willingness to travel for project-related work.

License/Certifications:

- **None**

***NOTE**: All individuals who are recommended to fill and subsequently offered a position with **special essential responsibilities** as checked above, or other licensure or certification, shall have the following additional applicable background screening completed (in addition to regular and standard background screening) based on the responsibilities of the position: Credit history screening, and/or Sex offender registry screening, and/or Federal criminal history screening and/or License/certification verification.*

Date Approved: 7/15/22
Date Revised:
Job Family: 11
Salary Band: 2
Unit: UMPSA
CUPA code:
Employee:
Position #: 00025286