UNIVERSITY OF SOUTHERN MAINE
Campus Student Employment

Job Title: Maine Regulatory Training and Ethics Center Lead Project Assistant IV

Location: Portland, Gorham, Lewiston, Online (if eligible and by arrangement)

Position Description: Student Project Assistants support departmental initiatives and special projects with a focus on digital communications, website development, social media and creative content. In this role, students assist with project coordination, content creation, design, and digital strategy while collaborating with staff to support departmental goals and enhance online engagement.

At the Maine Regulatory Training and Ethics Center (MeRTEC), this position plays a critical role in supporting the operational planning, digital communications, user engagement, and execution of the University of Southern Maine's annual "Thinking Matters" Student Research Symposium held every April.

Duties & Responsibilities:

1. Perform complex project management tasks for the symposium with limited to no direct supervision, taking ownership of production timelines (e.g., final poster printing deadlines and digital archiving).
2. Manage confidential data rosters for poster and oral presentation tracks, ensuring zero errors in published programs.
3. Analyze web and social engagement data, authoring formal recommendation summaries for MeRTEC leadership on audience reach and submitter demographics.
4. Exhibit proven leadership by co-facilitating orientation sessions or drop-in workshops for student presenters on poster design and digital repository uploads.
5. Direct on-site logistics on event day, overseeing room setups, volunteer assignments, and real-time troubleshooting for oral breakout sessions.

Qualifications:

All requirements of previous steps, plus:

1. Ability to function effectively with limited to no direct supervision, maintaining high accuracy across complex workflows.
2. Proven leadership track record in student organizations, campus employment, or academic project management.
3. Advanced proficiency with spreadsheets, data management, and digital publishing platforms.

Compensation: Follows USM student employment protocols for Project Assistant wage

Hours and Schedule: Office hours are Monday through Friday, 8:00 AM to 4:00 PM. Students' schedules are as arranged with their supervisor.

Employment Timeline: Positions are active during the regular fall and spring semesters. Activity during winter and summer semesters are arranged on a case-by-base basis.

Application Instructions and Required Documents: Send a resume and cover letter addressing the duties, responsibilities, and qualifications of the position to MeRTEC@maine.edu

Application deadline: Applications are accepted on a rolling basis