UNIVERSITY OF SOUTHERN MAINE
Campus Student Employment

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

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. Lead small-to-medium independent sub-projects within MeRTEC with a high degree of autonomy (e.g., spearheading a new digital poster preview initiative or designing the entire symposium promotional campaign).
2. Demonstrate advanced problem-solving skills by autonomously resolving complex submission errors, mentor disputes, or technical scheduling conflicts during peak planning periods.
3. Serve as a direct resource, team leader, and mentor to Step 1–3 Student Project Assistants and event day student volunteers, delegating tasks and reviewing their deliverables.
4. Exercise exceptional professional judgment while working directly with university leadership, venue staff, and regional partners to coordinate special event features (e.g., fireside chats, keynote speakers, or award presentations).

Qualifications:

All requirements of previous steps, plus:

1. Demonstrated history of exceptional leadership, advanced problem-solving abilities, and high professional autonomy.
2. Ability to mentor, guide, and train peer student employees effectively.
3. Demonstrated ability to take full ownership of project deliverables from concept to execution with minimal administrative direction.

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