UNIVERSITY OF SOUTHERN MAINE

Campus Student Employment

Job Title: Maine Regulatory Training and Ethics Center Project Assistant I

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. Assist departments with basic project-based work related to websites, social media, communications, or digital initiatives under direct supervision.
2. Support the completion of assigned entry-level tasks, deliverables, and project timelines for the annual "Thinking Matters" Symposium.
3. Collaborate with supervisors and department staff to support project goals and priorities.
4. Assist with basic content updates on the "Thinking Matters" website and social media accounts (e.g., posting dates, deadline reminders, and general presentation guidelines).
5. Create simple graphics, flyer layouts, or visual content for digital platforms using provided templates.
6. Maintain organized project files, documentation, and digital media assets.
7. Assist on-site during the April symposium with general staffing needs such as check-in table coverage, direction signage setup, and handing out programs.

Qualifications:

1. Currently enrolled USM student (for Federal Work Study positions) -OR- other UMS students (for department-funded positions) with sophomore standing (200-level coursework completed) or higher.
2. Basic understanding of website management, social media strategy, or digital communications best practices.
3. Creativity and interest in graphic design, digital media, or content development.
4. Strong written, verbal, and visual communication skills.
5. Ability to manage multiple basic tasks, meet deadlines, and work collaboratively under direct supervision.
6. Availability to work on campus and assist during the annual "Thinking Matters"

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