UNIVERSITY OF SOUTHERN MAINE
Campus Student Employment

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

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 with initial review and intake of student abstract submissions, occasionally handling sensitive or non-public student project data under moderate supervision.
2. Support website and social media strategy by drafting original copy, social captions, and targeted outreach emails to academic departments across USM campuses.
3. Assist with developing basic prototypes, templates, style guides, or presentation resource materials for student presenters.
4. Monitor and track basic engagement metrics across social channels and website pageviews, compiling raw data for supervisor review.
5. Coordinate routine communications with student presenters regarding abstract receipt, presentation format choices (oral vs. poster), and venue directions.

Qualifications:

All requirements of Step 1, plus:

1. Ability to handle confidential student data and project details with appropriate professional discretion.
2. Demonstrated ability to exercise a high level of independent judgment while working under moderate supervision.
3. Familiarity with design tools and digital creation platforms (e.g., Canva, Google Docs/Sheets, basic CMS tools).

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