UNIVERSITY OF SOUTHERN MAINE

Campus Student Employment

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

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 administrative and digital tasks under minimal supervision, including handling confidential research protocol verification data (e.g., IRB/IACUC protocol status checks for abstracts).
2. Create custom visual content, complex infographic layouts, and interactive media concepts for digital campaigns across campus.
3. Conduct independent research on digital trends, platform capabilities, and peer-university symposium models to recommend engagement improvements to MeRTEC staff.
4. Demonstrate active leadership and interpersonal skills by serving as a liaison between student presenters and conference planners.
5. Assist in organizing room assignments, poster board logistics, and digital schedule uploads for the April symposium at Abromson Community Education Center.

Qualifications:

All requirements of previous steps, plus:

1. Proven ability to execute complex technical and administrative tasks under minimal supervision.
2. Demonstrated leadership and interpersonal skills when communicating with faculty, staff, and external stakeholders.
3. Understanding of accessibility, usability, or responsive design principles for web and print media.

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