Position Title: Research Assistant
FTE: 0.75 - 1.0 FTE
Salary Range: $20-$22/hour
Starting Date: Ideal start date is November 1, 2024
Location: Augusta, Maine (with hybrid or remote options)

The Maine Math & Science Alliance (MMSA) is a 501(c)3 nonprofit organization that finds inspiring new ways to get people excited about science, technology, engineering and mathematics today, so that our youth can become the innovators and workforce of tomorrow. MMSA supports educators by:

- Developing professional development experiences for and with K-12 educators
- Conducting research and evaluation of STEM learning experiences
- Building relationships and networks to sustain systemic statewide improvement ● Providing high-quality professional development and programming that can influence the future of our state

MMSA nurtures a work culture that is very team-oriented, welcomes a mix of diverse staff with diverse backgrounds and includes some of the best talent in STEM education, including researchers and curriculum specialists. We offer ample opportunities for professional development for continuous growth and skill enhancement.

Purpose of the Position:

The Research Assistant will support grant-funded projects as an essential team member. This person will provide support to projects by assisting with data collection instrument development (e.g., surveys, interview protocols), data collection activities (e.g., distributing surveys, conducting interviews), data management, and data analysis.

The Research Assistant will work closely with research and evaluation projects as needed across MMSA's work in STEM education. Three current projects will likely comprise the initial portfolio of work. STEM Workforce Ready 2030 supports schools and educators statewide in integrating CS/CT into their curricula. The Rural Energy Futures program facilitates community understanding of energy transition opportunities through middle-school math skills development, high school place-based science learning experiences, and high school out-of-school time leadership opportunities for young women. Teach ME Outside is a collaborative project that supports and works in partnership with Maine communities to ensure that all Maine youth have access to powerful, hands-on environmental learning opportunities.

The ideal candidate will have strong attention to detail, flexibility to adapt to educator and project needs, an ability to work independently and ask clarifying questions, and a demonstrated ability

to manage qualitative and quantitative data. This position will be expected to work from the MMSA office in Augusta at least one day per month and will be expected to travel occasionally (including rare overnights) at locations elsewhere in Maine (with travel expenses paid by MMSA).

Qualifications:

- Demonstrated ability to manage and manipulate databases and spreadsheets.
- Experience with quantitative and qualitative data analyses.
- Capacity to listen carefully and ask clarifying questions.
- Excellent communication skills, both written and verbal.
- Ability to think analytically and with attention to detail.
- Capable of working independently and remotely.
- Flexibility and adaptability to shift priorities and tasks to be responsive to the needs of projects and educators.

Essential Functions:

- Work with MMSA staff to refine appropriate data-collection tools.
- Maintain data-collection tools and instruments.
- Maintain project data storage and documentation systems.
- Collect, enter, clean, and code various forms of data.
- Maintain quality controls standards to preserve the integrity of data and findings. ● Conduct interviews and focus groups with educators, students, and business leaders. ● Travel across Maine for school site visits and observations.
- Take detailed notes and ask clarifying questions where needed.
- Write and edit reports.
- Other duties as assigned.

Selection Criteria

- Experience working with qualitative and/or quantitative datasets.
- Experience in STEM education and/or STEM education research and evaluation. ● Experience communicating with various populations including educators, students, business leaders, community members, etc. and creating a comfortable environment to capture their thoughts, ideas, and feedback.
- Demonstrated organization and documentation skills.
- Ability to learn new qualitative and quantitative data collection, analysis, and storage tools (SurveyMonkey, Dedoose, etc.).
- Flexibility and adaptability to respond to evolving needs of educators and projects across multiple initiatives.
- Ability to work in a telecommuting-based team with a wide range of personalities and interests.
- Willingness to travel across the state of Maine for data collection activities.

Benefits of the Job:
- Attractive health plan with low to no contributions
- Employer-paid family dental, family vision, Life, STD, LTD
- Up to 10% 401K match
- 14 paid holidays
- Paid time off for birthday and floating holiday for religious purposes
- 20 paid vacation days
- 15 paid sick days

Please send a letter of interest that outlines your experience against each of the selection criteria above and resume by email to hr@mmsa.org or by regular mail to Human Resource Director, PO Box 2246, Augusta, ME 04338.

Materials should be submitted by **September 15th** to ensure full consideration.

Maine Mathematics and Science Alliance is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization. MMSA makes hiring decisions based solely on qualifications, merit, and business needs at the time.