Alfond Adv Mfg Lab for Structural Thermoplastics
Student Research Assistant
Marketing Associate Graphic Design

Student is responsible for performing highly complex research-related tasks in accordance with standard procedure. Student works under limited direct supervision while frequently exercising a high level of independent judgment and initiative. This position must work within UMaine and Center brand standards, and in cooperation with the Center’s Communications Manager. This student position would start at the beginning of the fall semester of 2017 and range from 15-20 hours per week.

Regular Duties (may include but not limited to):
- Develop Graphic Media using Adobe In-Design, Photoshop and Illustrator software
- Develop updates for Website layout and visual appearance
- Assists in the development of communication materials (print- and web-based)
- Maintains media content files within Center’s standards
- Photographs and films activities and events
- Develops technical presentations for business meetings
- Drafts documents outlining lab and equipment specifications and capabilities
- Communicates with current and potential clients
- Conducts outreach to companies to build industrial clients and solicit funding
- Assists in writing grant and project proposals
- Duties are project-specific
- Performs difficult, non-routine tasks including research

Additional Requirements (may include but not limited to):
- Strong written communication is required
- Business related work experience required
- Experience with Adobe Creative Suite Software strongly preferred
- Preference for students with available Work Study
- Portfolio is encouraged for review during interview
- Must be proficient in Microsoft Office software
- Demonstrates an understanding of fundamental technical processes
- Must exhibit excellent communication skills
- Must demonstrate a high level of expertise
- Must sign a confidentiality agreement

The description above reflects the general duties and requirements considered necessary to perform the principal functions of the job and shall not be considered a comprehensive description of all work requirements that may be inherent to the position.

Position Information:
Student employee part time paid hourly. Hourly pay ranging from $9.95-15.50. Students rate is specific to their qualifications for the job. Must be eligible for student employment at UMaine. Consistent availability during standard business hours 15-30 hours per week is essential for this position.
Desired Major(s):
All Majors, Business, New Media, Intermedia, Communication, Marketing, Economics.

Desired Class Level(s):
Advanced sophomore, Junior, Grad School-bound Senior, Graduate Student

Summer availability:
Student's ability to work during summer months is preferred.

To apply send resume and letter of interest to:
jonathan.roy1@maine.edu

Learn more about us at composites.umaine.edu.