



Community Organizations

ADDITIONAL PROGRAM DETAILS

HOST SITE RESPONSIBILITIES

Community organizations should be prepared to host a community research assistant (CRA) at 10 hours a week for the academic year (September – May, 30 weeks in total). However, about three hours of their time each month will be spent off-site to attend their workshops and peer group meetings.

Host sites are expected to oversee the CRA's time and manage their work to insure project milestones and deliverables are met. It is important also to plan for how much additional staff time is required to manage, support, and supervise a CRA.

ELIGIBILITY

Organizations must be based in the Greater Portland Area to receive a community research assistant.

APPLICATION AND SCOPE OF WORK

In the online application, you will be prompted to submit a proposal for the work you would like a CRA to complete and/or support. To ensure a successful student placement, it is imperative to compile a clear and detailed project proposal (Use these [PROPOSAL GUIDELINES](#) to help). The proposed project should focus primarily on applied research and evaluation work that is appropriate for a graduate student. This can include but is not limited to:

- Collecting and analyzing data (e.g. design and conduct a survey, conduct focus groups or interviews)
- Designing logic models or other evaluation materials
- Drafting a program monitoring plan
- Literature reviews
- Data entry and cleaning

SELECTION CRITERIA

Host site's will be selected based on:

- Site's organizational capacity to support and supervise a CRA.
- Well-defined and articulated scope of work and/or job description that is in line with the objectives and focus of the assistantship.
- Organization and/or work is based in the Greater Portland Area.
- The extent to which the proposed work matches a selected graduate student's skills and interests is also considered in the selection process.