Assistantship Type:	Graduate Assistant (GA)
Department:	Center for Teaching and Learning
Pay Rate:	Pre Masters: $ 1, 832.15 per month Post Masters: $ 2,015.51 per month
Tuition Award:	This position provides tuition support for up to 6 credit hours (standard tuition only; no differentials; no fees)
Benefit Eligibility:	Graduate students who hold an assistantship appointment of 0.25 FTE or greater for at least half of a semester (8 weeks) are eligible for 100% coverage of the health insurance premium by the University under the graduate student health care plan on a semester-by-semester basis.
Anticipated Term:	Fall 2024 with the potential to continue into subsequent semesters.
Appointment Percent:	50%
Application Deadline:	Preferred deadline for the application is August 2, 2024
Position Summary:	Student Learning Assistance at the Center for Teaching and Learning seeks a Graduate Assistant with the desire and ability to assist in the development of a peer-to-peer educational program. This program is dedicated to learning science research, pedagogy, and tutoring best practices that promote student learning at UNM. This position supports academic programs through non-credit generating duties and responsibilities.

The successful candidate will provide a range of technical and operational support for the Supplemental Instruction program. This support includes training instruction, maintaining stakeholder partnerships, researching and implementing innovative practices, and developing resources to make our services accessible to a universal audience.

The anticipated work schedule is 20 hours per week, Monday through Friday between 8am and 5pm.

DUTIES AND RESPONSIBILITIES:
- Researches and develops trainings on pedagogy, educational development, and professional development for undergraduate and graduate student staff.
- Facilitates training instruction for Supplemental Instruction Leaders (tutors) who support a variety of undergraduate

courses.

- Assists in the development of a mentoring program and facilitates leadership instruction for mentors.
- Collaborates with the Student Success Supervisor on data reporting for academic programs and the Provost as needed.
- Collaborates with the Student Success Supervisor to develop relationships with key stakeholders, including but not limited to a variety of faculty, the BA/MD Program, and the UNM School of Engineering.
- Collaborate with Student Success Supervisor to strategize ways to streamline services to make them accessible to all UNM students.
- Research current trends to ensure program effectiveness and relevance.

Qualifications:

- Experience managing a tutoring and/or educational program for adult learners.
- Experience developing and facilitating training focused on learning science and best tutoring practices.
- Effective organizational skills with an ability to manage multiple responsibilities.
- Ability to track information, analyze data, and monitor student performance.
- Ability to work collaboratively and cooperatively with a diverse team of peers and professionals.
- Excellent oral, written, and interpersonal communication skills.
- Demonstrated leadership skills, initiative, ability to work independently, and enthusiasm for learning.
- Proficient in Microsoft 365 and other digital environments such as Canvas, Zoom, etc.
- Experience mentoring students.

To be employed as a graduate assistant; the selected candidate must meet the following criteria:

- Formally admitted to a graduate program at the University of New Mexico.
- A graduate student in good standing as determined in the sole discretion of UNM administration.
- For Fall and Spring semester, maintain enrollment at the University of New Mexico for a minimum of 6 hours of course work, thesis, or dissertation hours that count toward the graduate degree.
- A 3.0 grade point average in graduate coursework each semester.
- Within the time limit, as specified in the UNM Graduate Catalog, for completion of the degree sought.

Application Instructions: To be considered for this opportunity, candidates must complete this application, include 1 instructor recommendations, and provide supplemental documents (cover letter, resume/cv, and unofficial transcripts).

https://forms.unm.edu/forms/fall24_ldp_application_ga

Assistantship holders are represented by United Electrical, Radio and Machine Workers of America (UE).