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| **Assistantship Type:** | Graduate Assistant (GA) |
| **Department:** | Department of Linguistics |
| **Pay Rate:** | Pre Masters: No lower than the minimum agreed rates as of 8/1/2025 Post Masters: No lower than the minimum agreed rates as of 8/1/2025  \*(Rates will be no lower than the agreed bargaining minimum as of 8/1/2025)  Salary is paid out monthly based on total weeks of contract, for more information see: [https://oap.unm.edu/graduate-student-](https://oap.unm.edu/graduate-student-assistantships/compensation/fall-2024-and-spring-2025-rates.html) [assistantships/compensation/fall-2024-and-spring-2025-rates.html](https://oap.unm.edu/graduate-student-assistantships/compensation/fall-2024-and-spring-2025-rates.html) |
| **Tuition Award:** | This position provides tuition support for up to 9 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 2025 with the potential to continue into subsequent semesters. |
| **Appointment Percent:** | 50% |
| **Application Deadline:** | Preferred deadline for the application is August 10, 2025 |
| **Position Summary:** | The Navajo Language Program and the Indigenous Child Language Research Center are part of the Department of Linguistics at the University of New Mexico. The Navajo Language Program and the Indigenous Child Language Research Center seeks a Graduate Assistant with the desire and ability to support the technical aspects of these programs. These programs are dedicated to the advancement of the Navajo language through teaching, research, service, program promoting, and student support. Each program implements best practices that foster student learning and engagement at UNM. This position supports Indigenous language education and research through technology that is designed to highlight these programs. All duties and responsibilities are related to supporting these unique programs.  The successful candidate will provide a range of technical and operational support for NLP and ICLRC. This support includes training instruction, maintaining community engagement, operating audio/visual devices, and editing program visuals to meet UNM standards. By maintaining the technical aspects of these programs, the NLP and ICLRC will be more visible to all stakeholders.  The anticipated work schedule is 20 hours per week, Monday through Friday between 8am and 5pm. |

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|  | DUTIES AND RESPONSIBILITIES:   * Create and maintain webpages. * Facilitate cross-training for webpage maintenance. * Update and maintain program digital art. * Facilitate cross-training for digital art maintenance. * Audio and video record Navajo language. * Edit audio and video recordings. * Collaborate with two working teams on assignments. * Co-manage workspace for two working teams. |
| **Qualifications:** | * Experience using Word Press and Cascade. * Experience using Adobe Illustrator, Photoshop, and Indesign. * Experience video/audio recording and editing recordings. * Ability to co-manage a small workspace. * Administrative duties include maintaining schedules, contacting and informing collaborators, taking photographs, and assisting with program promotion and tabling. * Ability to work collaboratively and cooperatively with a diverse team of peers and professionals. * Demonstrated leadership skills, initiative, ability to work independently, and enthusiasm for Indigenous language work. * Proficient in Microsoft 365 and other digital environments such as Canvas, Zoom, Adobe, etc. |
| 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 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. | |

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| * 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 or supervisor recommendation, and provide supplemental documents (cover letter, resume/cv, and unofficial transcripts).  <https://forms.unm.edu/forms/fall25_ldp_application_ga> |
| Assistantship holders are represented by United Electrical, Radio and Machine Workers of America (UE). | |