

Assistantship Type:	Project Assistant
Department:	Anderson School of Management – Dean’s Office
Pay Pate:	\$23.14 per hour
Tuition Award:	N/A
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:	Rest of Fall 2024 term with the potential to continue into subsequent semesters
Appointment Percent:	25%
Application Deadline:	September 13, 2024

Position Summary: The Anderson School of Management Dean’s Office seeks a Project Assistant to enhance curriculum and societal impact efforts through data analysis and process documentation. The anticipated work schedule is 10 hours per week with flexibility in working location.

DUTIES AND RESPONSIBILITIES:

- Organize and analyze data from the employer feedback survey and the alumni survey to support assurance of learning and continuous improvement efforts.
- Document and develop standard operating procedures (SOPs) for data analysis to ensure consistent and efficient practices.
- Compile data from societal impact surveys/documents to inventory and assess current activities.
- Research and create a comparative analysis of the societal impact plans at AACSB-accredited business schools.

- Qualifications:**
- **Proficiency in Data Analysis:** Experience in conducting both qualitative and quantitative data analysis using Excel and Power BI, with a focus on analyzing survey data and creating dashboard visualizations.
 - **Process Organization and Documentation:** Strong ability to document, organize, and streamline processes to enhance efficiency and ensure clarity in data management.
 - **Communication:** Excellent communication skills with the ability to effectively present findings and collaborate within a small team environment.

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, send a CV to crowe8@unm.edu by August 30th.

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