

**Assistantship Type:** Project Assistant

**Department:** UNM HSC Center for Native American Health

**Pay Rate:** Pre-Masters - \$23.14/hour  
Post-Masters - \$25.45/hour

**Tuition Award:** Up to 9 credit hours

**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:** Please use term as stipulated on OAP site or term confined by grant

**Appointment Percent:** .50 FTE

**Application Deadline:** October 25, 2024

**Position Summary:** The HSC Center for Native American Health (CNAH) is seeking a team-oriented, highly motivated, and enthusiastic graduate student to join our team of dedicated Native American student outreach and recruitment professionals. The part-time Graduate Project Assistant will play a pivotal role in supporting various initiatives related to CNAH's Indians into Medicine (In-MED) program. This position primarily focuses on data collection, coordination of activities, recordkeeping, and spreadsheet development, while also contributing to student recruitment, retention, and outreach efforts. The GPA will work closely with the Education and Engagement Manager and the CNAH team to execute strategies, monitor progress, and generate reports. Key responsibilities include:

- Data Collection and Coordination: Assist in overall data collection activities and coordinate with the InMED Evaluation team to ensure efficient data management.
- Recordkeeping and Spreadsheet Development: Maintain accurate records of activities and outcomes; Develop and maintain spreadsheets to track program progress and metrics; Generate reports as required.
- Social Media Management and Engagement: Utilize HootSuite and Microsoft Excel to monitor social media

metrics such as impressions, engagement, and audience growth; Create, publish, and monitor engaging content aligned with UNM HSC branding guidelines.

- Collaborate with the CNAH-InMED project team on the development of scholarly products by conducting literature searches/reviews and organizing references; Support dissemination of project findings by developing poster presentations, PowerPoint slides, and handouts.
- Additional Duties: Provide technical and logistical support for CNAH and InMED activities, meetings, and events; Receive training in Indigenous Evaluation with the CNAH InMED-NM External Evaluator; Perform all other duties as assigned, which may vary in complexity and skill requirements.

## **Qualifications:**

### **MINIMUM QUALIFICATIONS**

- Must be enrolled as a graduate student for a minimum of 6 credit hours.
- Strong organizational skills with attention to detail.
- Proficiency in MS Word, Excel, Outlook, and PowerPoint. EndNote/Zotero experience encouraged.
- Ability to work effectively in a team environment and independently.
- Excellent communication and interpersonal skills.

### **PREFERRED QUALIFICATIONS**

- Prior experience or knowledge of working with Native Americans.
- Existing knowledge of (or a strong interest in learning about) student recruitment and development.

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 Debra Garcia at [DebSGarcia@salud.unm.edu](mailto:DebSGarcia@salud.unm.edu) by 4:00 p.m., Friday, September 20.

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