

Assistantship Type	Graduate Assistant (GA)
Department	Center for Teaching and Learning
Pay Rate	In line with current agreed UEW salary rates for Pre-and-Post Master's Salary is paid out monthly based on total weeks of contract
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 2025 with potential to continue into subsequent semesters
Appointment %	25%
Application Deadline	The preferred deadline for the application is August 1, 2025
Position Summary	<p>Graduate Career Consultants work closely with the CTL staff to support the programming and tutoring services offered to UNM graduate students. The anticipated work schedule is ten hours per week during business hours. In collaboration with the Student Success Supervisor of Graduate Support, a Graduate Career Consultant performs the following responsibilities:</p> <ul style="list-style-type: none"> • Provide career consultations to support professional development, the job search, and job materials to graduate students across disciplines. • Support prospective graduate students and alumni with their graduate program search, application materials, and provide outreach related to graduate school. • Research current job market trends and alternative-academic resources. • Assist in management of peer education services as a supplement to programs and coursework, participating in creating and implementing a vision for these services. • Work on developing materials, collaborations within CTL, and CTL-sponsored events. • Assist with data analysis and reporting. • Present to student groups, organizations, and classes on CTL-related services, and offer workshops on selected topics. • Meet with representatives from UNM departments and programs to create and maintain links between CTL and other units. • Disseminate accurate information to students regarding services and programs offered by CTL. • Use a range of digital resources including computers, tablets, and social media platforms to enhance graduate learning at the University of New Mexico.
Requirements for Consideration	<ul style="list-style-type: none"> • Be available to work during Fall 2025 (August-December). There is potential for a contract to be offered during Spring (January-May); Summer contracts may be available as well • Be available for duties that may occasionally occur during the evenings and weekends

	<ul style="list-style-type: none"> • Attendance at Friday training meetings from 3-5pm during the semester
Qualifications	<ul style="list-style-type: none"> • Scholarly background and professional goals in alignment with the position. • Excellent oral, written, electronic, interpersonal communication skills. • High level of professionalism. • Demonstrated leadership skills, initiative, ability to work independently, and enthusiasm for learning. • Ability to work collaboratively and cooperatively with a diverse team of peers and professionals. • Ability to communicate with and value people with diverse academic skills, cultural backgrounds, disciplines, and approaches to learning. • Proficient in Microsoft Office—Word, Excel, and PowerPoint. • Ability to work in digital environments, including but not limited to social media platforms, learning management systems (such as Canvas), communication tools (such as Zoom), etc. <p>To be employed as a graduate assistant, the selected candidate must meet the following criteria:</p> <ul style="list-style-type: none"> • 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	<p>To be considered for this opportunity, candidates must complete this Application: https://forms.unm.edu/forms/fall25_grad_career_consultant</p> <p>You'll be asked to include the following with the application:</p> <ol style="list-style-type: none"> 1. Applicant information 2. Questionnaire 3. Professional Recommendation 4. Unofficial transcripts for all academic institutions 5. A cover letter stating your interest in becoming a CTL graduate assistant 6. Your resume or CV
Assistantship holders are represented by United Electrical, Radio and Machine Workers of America (UE).	