|  |  |
| --- | --- |
| **Assistantship Type:** | Graduate Assistant (GA) |
| **Department:** | Center for Teaching and Learning |
| **Pay Pate:** | Pre Masters: 1,832.15 per month\*  Post Masters: 2,015.51 per month\*  \*(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-assistantships/compensation/fall-2024-and-spring-2025-rates.html> |
| **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 the potential to continue into subsequent semesters |
| **Appointment Percent:** | 50% |
| **Application Deadline:** | Preferred deadline for the application is June 27, 2025 |
| **Position Summary:** | The Center for Teaching and Learning (CTL) is seeking a Graduate Assistant to serve as the Assistant Coordinator for the Online Learning Assistant (OLA) team. This position is an excellent opportunity for a graduate student with a strong interest in teaching, learning, mentorship, and educational development, especially in online learning environments. Duties are related to instruction, but not directly involved in producing student credit hours. The GA, with the OLA team, supports a select number of online, undergraduate courses throughout the semester.    As part of CTL’s student support efforts, OLAs serve as embedded tutors in online courses at UNM, helping students build confidence and succeed academically. Under the supervision of the program supervisor, the Graduate Assistant will play a key role in coordinating the OLA program, supporting tutor development, and collaborating with CTL staff to deliver high-impact programming and services to UNM students. This role blends program coordination with a deep commitment to student success and team mentorship.    **Key Responsibilities:**  In collaboration with the Writing and Language Center, STEM Tutoring Program, Learning Strategies, and Supplemental Instruction Program, a Graduate Assistant for the OLA team will:    Research and develop program content focused on pedagogy, educational development, and online learning in collaboration with program leadership.    Plan, facilitate, and actively engage in weekly training for OLAs, following national tutor certification standards under the guidance of the program supervisor.    Communicate and collaborate with faculty, both current OLA faculty and potential faculty partners    Assist with data collection and analysis related to program effectiveness and help prepare reports for key stakeholders, including the provost's office.    Help build and maintain relationships with key stakeholders, including faculty and departmental leadership.    Collaborate with program leadership on other assignments and projects as needed.    **Requirements for Consideration:**    Be a graduate student in good academic standing, enrolled in a minimum of 6 credit hours in a post-baccalaureate program at the University of New Mexico    Be available to work 20 hours a week during the Fall 2025 semester (continued work into Spring 2026 is contingent upon successful completion of the Fall 2025 semester).    Must attend CTL training every Friday from 2:00-5:00pm throughout the semester. |
| **Qualifications:** | * Scholarly background and professional goals in alignment with the position. * Excellent oral, written, electronic, and interpersonal communication skills. * High level of professionalism and accountability. * Demonstrated leadership, initiative, ability to work independently, and a strong desire to learn. * Ability to work collaboratively and cooperatively with a diverse team of peers and professionals. * Commitment to inclusive communication and valuing diverse academic skills and cultural backgrounds. * Proficient in Microsoft Office and other digital environments such as Canvas. * Consistent, reliable presence and care for the well-being and development of a student-centered team. * Interest in mentoring UNM students for long-term academic and personal development. * Desire to develop and maintain positive team dynamics. * Ability to maintain work-life balance while dedicating time to school and/or research. * Understand and exemplify the values of CTL. * Adaptability, availability, patience, and emotional intelligence. * Effective organizational skills and information tracking. |
| 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: <https://forms.unm.edu/forms/fall25_ola_ac_application>  You’ll be asked to include the following with the application:  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 for the OLA Team  6. Your resume or CV |
| Assistantship holders are represented by United Electrical, Radio and Machine Workers of America (UE). | |