Graduate Assistant

Position Summary

The Office of Academic Success at the UNM College of Nursing seeks a Graduate Assistant with the desire and ability to assist in the development of a peer-to-peer educational program focusing on supporting students in nursing content areas. This program is a collaboration between faculty and an undergraduate peer-tutor. This GA will use learning science research, pedagogy, and tutoring best practices to promote nursing content success at the CON. This position supports academic programs through non-credit generating duties and responsibilities.

The successful candidate will provide a range of technical and operational support for our nursing content peer-tutoring program. This support includes onboarding of peer tutors, maintaining relationships with faculty, researching and implementing innovative practices, and developing resources to make our services accessible to all nursing students.

The anticipated work schedule is 20 hours per week, Monday through Friday between 8am and 5pm. Occasional, pre-arranged evenings depending on college need.

DUTIES AND RESPONSIBILITIES:

- Under the supervision of the Director of Academic Success, researches, develops, and implements trainings on pedagogy, educational development, and professional development for peer tutors
- Provides mentorship to nursing students, introducing them to best learning practices and giving them the support needed to succeed in their classes
- Assists the Director of Academic Success and program faculty in the development of a tutoring program
- Collaborates with the Director of Academic Success on data reporting for academic success programming
- Collaborates with the Director of Academic Success to strategize ways to streamline services to make them accessible to nursing students
- Research current trends to ensure program effectiveness and relevance

Preferred Qualifications

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- Earned a BSN and/or MSN
- Experience working as a RN in an Acute Care and/or Medical Surgical Unit, and well-versed in Nursing Pharmacology and Dosage practices
- Experience mentoring/tutoring students
- Excellent communication and organizational skills
- Ability to track and analyze information, and make recommendations for improvements
- Ability to work collaboratively and cooperatively with a diverse team of peers and professionals

Campus	Health Sciences Center (HSC) - Albuquerque, NM

Pay	• Pre-Master - $1,832.15 monthly stipend (50%FTE) • Post Masters and Pursuing Doctoral Degree - $ 2,015.51 monthly stipend (50% FTE)

Contract Terms	• Must be at least 18 weeks between the first day of the month of the semester through the last day of the month of the end of the semester • Must work Fall, Spring, and Summer

Eligibility	• To be employed as a graduate assistant the selected candidate(s) 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 by the discretion of the 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	A complete application will include: 1. Cover letter 2. Resume 3. Contact information for three supervisory references with one being your most current employer

Please submit your complete application via email to Matthew Montoya, College of Nursing Department Human Resources Representative: MatMontoya@salud.unm.edu. Best consideration date **04/29/2025.**

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

The University of New Mexico is committed to hiring and retaining a diverse workforce. We are an Equal Opportunity Employer, making decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran status, disability, or any other protected class.