

Assistantship Type	Graduate Assistant
Department	Veteran & Military Resource Center
Pay Rate	<p>In line with current agreed UEW salary rates for Pre-and-Post Master's</p> <p>Salary is paid out monthly based on total weeks of contract, for more information see: <a href="http://oap.unm.edu/graduate-assistantship-resources/salary-rates-beginning-january-2024.html">http://oap.unm.edu/graduate-assistantship-resources/salary-rates-beginning-january-2024.html</a></p>
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 Percent	50% (20 hours per week)
Application Deadline	The preferred deadline for the application is August 19, 2025
Position Summary	<p>Veteran &amp; Military Resource Center seeks a Graduate Assistant with the desire and ability to assist in the development of VMRC programming, including but not limited to a peer-to-peer educational program. This program is dedicated to learning science research, pedagogy, and tutoring best practices that promote student learning at UNM. This position supports academic programs through non-credit generating duties and responsibilities.</p> <p>The successful candidate will provide a range of technical and operational support for VMRC programming, including but not limited to the peer-to-peer educational program. This support includes training instruction, maintaining stakeholder partnerships, researching and implementing innovative pedagogical practices, and developing resources to make our services accessible to military-affiliated students at UNM.</p> <p>The anticipated work schedule is 20 hours per week. The fall hours are Monday, Thursday, and Friday between 8am and 5pm, and Tuesday and Wednesday between 8am and 6:30pm. Business hours may change in the spring semester.</p> <p>The individual will collaborate with the staff at the VMRC on various projects, including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Data reporting for academic programs.</li> <li>• Develop partnerships with key stakeholders, as determined by VMRC leadership, including but not limited to UNM staff, faculty, resource centers, and academic departments.</li> <li>• Strategize ways to streamline services and make them accessible to all UNM military-affiliated students.</li> <li>• Research current trends in higher education to ensure program effectiveness and relevance.</li> </ul>

Requirements for Consideration	<ul style="list-style-type: none"> <li>• Be available to work during Fall 2025 (August to December) and Spring 2025 (January to May).</li> <li>• Be available to work 20 hours a week during the Fall and Spring semesters</li> </ul>
Preferred Qualifications	<ul style="list-style-type: none"> <li>• Experience managing a tutoring and/or educational program for adult learners.</li> <li>• Experience developing and facilitating instruction focused on learning science and best pedagogical practices.</li> <li>• Effective organizational skills with an ability to manage multiple responsibilities.</li> <li>• Ability to analyze data and identify trends to help improve student performance and program outcomes.</li> <li>• Ability to work collaboratively and cooperatively with a diverse team of peers and professionals.</li> <li>• Excellent oral, written, and interpersonal communication skills.</li> <li>• Demonstrated leadership skills, initiative, ability to work independently, and enthusiasm for learning.</li> <li>• Proficient in Microsoft 365 and other digital environments such as Canva, Zoom, Adobe, etc.</li> <li>• Experience mentoring or coaching students.</li> </ul>
<p>To be employed as a graduate assistant; the selected candidate must meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Formally admitted to a graduate program at the University of New Mexico.</li> <li>• A graduate student in good standing as determined in the sole discretion of UNM administration.</li> <li>• For Fall and Spring semester, maintain enrollment at UNM for a minimum of 6 hours of course work, thesis, or dissertation hours that count toward the graduate degree.</li> <li>• A 3.0 grade point average in graduate coursework each semester.</li> <li>• Within the time limit, as specified in the UNM Graduate Catalog, for completion of the degree sought.</li> </ul>	
Application Instructions	<p>To be considered for this opportunity, candidates must provide the following information:</p> <ol style="list-style-type: none"> <li>1. Applicant information</li> <li>2. Names, titles, email addresses, and phone numbers for three academic references</li> <li>3. Unofficial transcripts for all academic institutions</li> <li>4. A cover letter stating your interest in becoming a GA with the VMRC</li> <li>5. Your resume or CV</li> </ol>
<p>Assistantship holders are represented by United Electrical, Radio and Machine Workers of America (UE).</p>	