

Assistantship Type:	Graduate Assistantship
Department:	FRDO/OVPR
Pay Rate:	\$1,832.15 per month for premasters or \$2,015.51 post masters pursuing doctoral degree
Tuition Award:	This position provides tuition support for up to 9 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 2024 with potential to continue into subsequent semesters
Appointment Percent:	50%
Application Deadline:	The preferred deadline for the application is September 10 th , 2024.
Position Summary:	<p>The Faculty Research Development Office seeks a graduate assistant to be our Graphic Design Specialist to contribute to our two-pronged mission to support proposal development and to bolster faculty research, scholarship, creative activity. The anticipated work schedule will be determined when the candidate is selected, but the schedule will be set up to accommodate the class schedule of the successful candidate.</p> <p>This individual will:</p> <ul style="list-style-type: none"> • Consult with researchers to produce technical and scientific illustrations for grant proposals (e.g. tables, charts, figures) that effectively communicate research concepts, methods or processes. • Create presentation templates, graphics, logos, or other visual communications or marketing materials that support research programs and activities. • Maintain a record of work created and faculty/proposals supported. • Perform other related duties as assigned.
Minimum Requirements:	<ul style="list-style-type: none"> • Excellent written, verbal, and interpersonal communication skills

- Demonstrable experience in graphic design and/or illustration and/or animation
- Ability to work independently and with a team to manage and/or contribute to project objectives
- Ability to work and communicate effectively in a hybrid work environment
- Works well under tight deadlines
- Experience with Adobe Creative Cloud, Microsoft Office Suite, or other design and communication software tools
- Demonstrated time management skills, with excellent coordination and ability to follow through

Preferred Qualifications:

- Marketing and communications experience
- Website design and content management experience
- Ability to translate complex research ideas into concise, accessible text and visuals
- Outstanding verbal and written communication skills
- Excellent interpersonal, teamwork, and problem-solving skills

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, please submit a resume/CV, a cover letter, and a sample(s) of your work to mlfishel@unm.edu.

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

