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| Assistantship Type | Research Assistant |
| Department | Office of Sustainability |
| Pay Rate | $2,086.07 per month, Pre-Masters  $2,294.81 per month, Post Masters  Salary is paid out monthly based on total weeks of contract, for more information see: <http://oap.unm.edu/graduate-assistantship-resources/salary-rates-beginning-january-2024.html> |
| 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% (20 hours per week) |
| Application Deadline | The preferred deadline for the application is August 19, 2024 |
| Position Summary | The Office of Stainability seeks a Graduate Research Assistant to work closely to conduct research on sustainability topics to support the department’s commitment to UNM 2040 and strategic goals set by the UNM Administration and Regents. 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.  The individual will:   * Provide research and data analysis for a greenhouse gas inventory. * Provide grant writing support to fund electric vehicle charging stations and geothermal on campus. Also provides grant support to the 17 units within the Institutional Support Services Department. * Work with full-time staff members on assignments and projects as needed. * Assist with research, data analysis and reporting to write UNM’s Climate Action Plan. * Present to student groups, organizations, and classes on the Department Of Sustainability initiatives and offer workshops on selected topics. * Meet with representatives from UNM departments and programs to improve and maintain links for Office of Sustainability. * Create outreach materials in a variety of media * Disseminate accurate information to the campus community regarding services and programs offered by the Office of Sustainability * Use a range of digital resources including computers, tablets, and social media platforms to enhance understanding of sustainability initiatives at the University of New Mexico |
| Requirements for Consideration | * Be available to work during Fall 2024 (August to December) and Spring 2025 (January to May); Summer hours may be available as well * Be available to work 20 hours a week during the Fall and Spring semesters |
| Preferred Qualifications | * 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 * Familiarity with some academic citation style guide conventions (such as APA, MLA, etc.) * 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. * Understanding of Streamlyne and IRB processes |
| 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 provide the following information:   1. Applicant information 2. Professional Recommendation 3. Unofficial transcripts for all academic institutions 4. A cover letter stating your interest in becoming a CTL graduate writing consultant 5. Your resume or CV 6. Please submit your application materials to ajakle@unm.edu |
| Assistantship holders are represented by United Electrical, Radio and Machine Workers of America  (UE). | |