

Assistantship Type:	Project Assistant
Department:	University Libraries
Pay Rate:	\$26.26 per hour
Tuition Award:	None
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:	Spring 2025
Appointment Percent:	.50%
Application Deadline:	November 15, 2024

Position Summary: The College of University Libraries and Learning Sciences (CULLS) seeks an Open Educational Resources (OER) project assistant to support the OER Librarian with the development, creation & promotion of OER resources & participation in campus OER outreach events. This position involves activities related to Open Educational Resource awareness and growth at the University of New Mexico and is funded through a federal grant. The OER assistant will support the OER Librarian through carrying out institutional research, developing, editing, and archiving OER materials, and providing other departmental support. The anticipated work schedule is 20 hours of work per week, with a flexible schedule.

DUTIES AND RESPONSIBILITIES:

- Developing the OER Updates Newsletter
- Assist with cataloging Open Educational Resources on UNM's Digital Repository
- Editing and proofreading OER web content
- Performing institutional research
- Researching OER materials, programs, and initiatives

- Qualifications:**
- Ability to communicate effectively with a variety of audiences in written English.
 - Proofreading and editing skills.
 - Technological proficiency and interest in developing OER webpages.
 - Interest in Open Educational Resources

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 cover letter and resume to Jennifer Jordan at jschall1@unm.edu. For best consideration, please submit no later than November 15th @ 5:00 PM; however, this position will be open until filled.

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