

Assistantship Type:	Project Assistant – Accessible Learning
Department:	Dean’s Office
Pay Rate:	\$24.53
Tuition Award:	N/A
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 2026
Appointment Percent:	10 Hours/Week
Application Deadline:	January 15

Position Summary: The Anderson School of Management seeks a motivated Project Assistant (PA) to support the school’s commitment to inclusive and accessible learning. Working under the direction of the **Instructional Media Project Manager** and reporting to the **Associate Dean of Teaching and Learning**, the PA will assist with reviewing, remediating, and preparing digital course materials and documents to ensure accessibility compliance and an equitable experience for all learners.

Responsibilities

- **Review and evaluate** course documents, presentations, and other instructional materials for accessibility compliance.
- **Remediate digital files** (e.g., Word, PowerPoint, PDF) to meet established standards, ensuring proper tagging, reading order, heading structure, alternative text, and descriptive hyperlinks.
- **Convert scanned or image-based PDFs** into readable, searchable text using OCR technology.
- **Collaborate** with the Instructional Media Project Manager, faculty, and instructional designers to identify and prioritize materials requiring remediation.
- **Apply accessibility best practices** during document preparation and formatting to ensure accessibility is integrated into instructional content from the start.

- **Test remediated materials** using accessibility checkers and assistive technologies such as screen readers and keyboard-only navigation.
- **Maintain organized records** of completed work and assist with progress tracking and reporting for accessibility initiatives.
- **Support awareness and training efforts** by contributing to the development of faculty resources or guides on accessible document creation.

Qualifications:

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, applicants must submit a resume to lhahn01@unm.edu

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