

Assistantship Type: Project Assistantship

Department: Global Education Office, International Student and Scholar Services

Pay Rate: \$ 23.14 - \$25.45/Per Hour

Tuition Award: Up to 6 credit hours each fall and spring term

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. *Tuition and benefits would be paid from the beginning of the spring semester.*

Anticipated Term: November 25, 2024 – May 2025 (or beyond)

Appointment Percent: %.50

Application Deadline: Best Consideration 10/25/2024

Position Summary: Working with the International Student and Scholar Services Unit in the Global Education Office (GEO), this Project Assistantship (PA) position is responsible for coordinating data management, student and scholar application and inbound processing, records management to assist in compliance with government regulations, editing web and other informational materials and training student workers to assist with ISSS record-keeping requirements. The PA will be responsible for learning record-keeping systems, evaluating business processes, communicating with inbound students, developing materials and training student hourly staff.

DUTIES AND RESPONSIBILITIES:

- Manage International Inbound Exchange Process: Review inbound exchange nomination/application materials, admit students in non-degree status, communicate with inbound students and partners, develop, update and send inbound materials and web information, order exchange transcripts, communicate with the Education Abroad unit of GEO regarding inbound exchange issues
- Assist with Inbound Research Scholar processing: Review department application materials, create relevant UNM records, communicate with inbound scholars and departments
- Assist with processing of work permissions for F-1 students: Review applications for completion and accuracy,
- Assist with management of student and scholar intake

- Assist with data management projects: record creation, updating, archiving, reporting
- Train and coordinate with other GEO student employees

Qualifications:

- Full-time graduate student at UNM (must be able to commit to at least one year in the position)
- Academic, professional, and/or other relevant experience related to data management, database systems and managing business processes
- Excellent written and oral communication skills
- Comfortable with all MS Office applications
- Demonstrated ability to work independently on projects in a proactive manner
- Enthusiasm and Energy for rethinking business process to serve customers

Preferences:

- Knowledge of needs and issues relating to international students and scholars in higher education
- Communication and website experience
 - Fluent in one or more languages
 - Expecting to continue study through May 2026

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:
- Letter of intent that addresses abovementioned requirements and preferences as well as personal vision for achieving activities outlined in description
 - Resume/CV
 - Contact information for three references

Submit materials to:

Melissa Aragon – melissaaragon@unm.edu
 International Education Advisor, Senior
 Global Education Office

MSC06 3850, 2120 Mesa Vista Hall
University of New Mexico, Albuquerque, NM 87131

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