

Assistantship Type:	Project Assistantship
Department:	Graduate Studies
Pay Rate:	\$25.45 per hour for Summer 2025
Tuition Award:	6 credit hours fall and spring
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:	Summer 2025, Fall 2025 and Spring 2026
Appointment Percent:	50%
Application Deadline:	May 23, 2025
Position Summary:	<p>The anticipated work schedule is 20 hours a week in person. The office space is located in the Graduate Studies offices in Dane Smith Hall.</p> <p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> Copy-editing skills Creating and editing visual materials and multimedia content specifically for Graduate Studies Management of the Graduate Studies social media accounts like Instagram, Facebook, YouTube, and other relevant social networking sites as well as establish consistent communication across multiple networks Collaborating with supervisors to develop a web and social media strategy, and create components for posting on the Graduate Studies website and social media Updating website content as needed Attend monthly UNM Social Media Users Group (SMUG) & Marketing & Communication Advisory Council (MARCOMM) meetings
Qualifications:	<ul style="list-style-type: none"> Experience using the Adobe Creative Suite programs including InDesign, Illustrator, Photoshop, and Acrobat Experience as a web designer Excellent written and verbal communication skills Ability to solve problems creatively and effectively

Ability to manage time and establish priorities
Be dependable, professional, and can promote graduate student success

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 determined at 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 letter of intent that addresses the above-mentioned requirements and preferences; resume/CV, and contact information for three professional references to Leah Hardesty, Manager for Administrative Operations, Graduate Studies, lmayo@unm.edu.

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