

Assistantship Type:	Project Assistantship
Department:	International Student and Scholar Services, Global Education Office
Pay Rate:	\$ 23.14 - 25.45/Per Hour
Tuition Award:	Up to 6 credit hours each fall and spring term beginning Fall 2025
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:	May 2025 – May 2027 (or beyond)
Appointment Percent:	%.50
Application Deadline:	Best Consideration 04/07/2025
Position Summary:	<p>Working with the International Student and Scholar Services team, the Project Assistant for Programming and Communication is responsible for developing, planning, organizing, and coordinating orientations, workshops and other informational programs for international students and scholars in collaboration with university and local partners. The position requires excellent organization, written communication, and oral presentation skills, as well as complete mastery of the platforms used for presentation delivery and communications at UNM.</p> <p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Coordinating all logistics of program delivery including Scheduling presenters, reserving venues, and ordering food • Developing communication plans and sending messaging • Writing and editing informational materials • Maintaining and updating virtual interactive calendars • Crafting and scheduling social media and other advertising • Assisting with evaluations/needs assessments • Maintaining and compiling data on program utilization • Writing summary reports on programs and evaluations
Qualifications:	<ul style="list-style-type: none"> • Full-time graduate student at UNM (must be able to commit to at least 1.5 years in the position) • Academic, professional, and/or other relevant experience related to designing, coordinating and presenting informational programs • Excellent oral and written communication skills • Proven mastery of technology related to virtual presentation and communication platforms

- Experience with written communications and advertising on web, paper and Social Media
- Demonstrated ability to work independently on projects in a proactive manner
- Enthusiasm and Energy for planning and implementing student programs and crafting informational materials

Preferences:

- Knowledge of needs and issues relating to international students and scholars in higher education
- Experience advertising, organizing and planning events
- Experience in the use of social media and creating website materials
- Communication design experience
- Fluent in one or more languages
- Expecting to continue study through May 2027

To be employed as a graduate assistant; the selected candidate must meet the following criteria:

- Formally enrolled in 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:

Linda Melville, lmelvill@unm.edu
 Director, International Student and Scholar Services
 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).