

Assistantship Type:	Project Assistant
Department:	University Libraries
Pay Rate:	\$25.45 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:	Fall 2024 & Spring 2025
Appointment Percent:	.5%
Application Deadline:	October 4, 2024
Position Summary:	<p>The College of University Libraries and Learning Sciences seeks a Project assistant to update and maintain the airesources.unm.edu website using the Cascade content management system. The Project Assistant will work with the University Libraries' Discovery and web librarian, and in coordination with others across campus, to create, manage, solicit, find, select, and organize content for the airesources.unm.edu website. The anticipated work schedule is 20 hours of work per week, with a flexible schedule.</p> <p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Updating and maintaining the airesources.unm.edu website using Cascade CMS to UNM standards of accessibility. • Keeping abreast of developments related to Artificial Intelligence in higher education, at UNM, and in New Mexico. • Attending meetings to discuss website content, direction, and organization.
Qualifications:	<ul style="list-style-type: none"> • Ability to communicate effectively with a variety of audiences in written English. • Experience developing and maintaining a website using a content management system, HTML & CSS. • Interest in Artificial Intelligence.

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 letter of interest and curriculum vitae or resume to David Hurley, Discovery and Web Librarian, at dah@unm.edu.

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