Assistantship Type: Project Assistant

Department: Community Engagement

Pay Rate: Pre-Masters: $18.50/hour (18-week contract)
Post Masters: $20.50/hour (18-week contract)

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 2024 with potential to continue through Spring 2025

Appointment Percent: 50%

Application Deadline: 4/05/2024

Position Summary: The University of New Mexico Office for Community Engagement is actively seeking a dynamic and proactive Project Assistant for the purpose of contributing to the development of a report for the Carnegie Community Engagement classification. In this role, the Project Assistant will work closely with the Director of Community Engagement Initiatives and the Program coordinator.

Primary responsibilities will be developing and maintaining a variety of data repositories dedicated to advancing Community Engagement at UNM.

Successful candidates will demonstrate exceptional communication skills and an understanding of data collection management. We seek someone detail-oriented, demonstrates self-initiative, and excels in time management. If you are a motivated self-starter with a flexible and resourceful approach, we encourage you to apply for this exciting opportunity.

Qualifications:

- Proficiency in both quantitative and qualitative data collection, including transcription, cleaning, management, and analysis.
- Familiarity with project logistics and reporting mechanisms, including the preparation of monthly, quarterly, and annual reports.
• Experience in training community-based data collectors on qualitative data collection protocols and maintaining ongoing engagement with site staff and partners.
• Strong communication skills for interacting with community partners and stakeholders through various mediums such as video/phone calls, emails, and the creation of grant-specific documentation.
• Ability to navigate and work effectively with visual graphic interfaces.

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, candidates must complete this application, include 1 instructor recommendations, and provide cover letter, resume/cv, and unofficial transcripts.

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