

Assistantship Type: Graduate Assistantship

Department: Center for Teaching and Learning

Pay Rate: Pre Master: \$2722.60 per month
Post Master: \$2995.01 per month

(Rates above are based on 1.0 FTE; monthly rate is prorated based on the FTE)

Tuition Award: Up to 6 credits of tuition waiver, (Standard tuition only. No differentials. No fees.)

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 2024 with potential to continue into subsequent semesters.

Appointment Percent: 25%

Application Deadline: The preferred deadline for this application is June 15, 2024.

Position Summary: Student Learning Assistance at the Center for Teaching and Learning seeks a graduate assistant to work closely with the Student Success Supervisor for Writing and Languages within Student Learning Assistance at CTL to assist in the management of Writing and Languages peer support services and development of pedagogical and subject-expertise training for peer educators.

The anticipated work schedule is 10 hours per week, Monday through Friday between 8am and 6pm.

DUTIES AND RESPONSIBILITIES:

- Assists in management of CTL Writing and Languages services and participates in implementing a vision and direction for the program.

- Creates and oversees schedules for CTL tutors (student employees) within the program.
- Plans and facilitates development trainings for the CTL Writing and Language team in collaboration with the Student Manager and Student Success Supervisor.
- Assists with data analysis and reporting to WL partners.
- Prepares and facilitates in-class writing workshops
- Designs training calendar to meet programmatic training needs and logs trainings
- Coordinates services across multiple formats and platforms
- Disseminates accurate information to students, faculty and staff regarding WL services and programs.
- Presents to student groups, organizations, and classes on CTL-related services.
- Uses a range of digital resources and platforms to enhance WL support and student learning.
- Attendance at CTL Friday trainings (2:00-5:00pm) throughout the semester.

Qualifications:

- Scholarly background and professional goals in alignment with the position.
- Excellent oral, written, electronic, and interpersonal communication skills.
- High level of professionalism.
- Demonstrated leadership skills, initiative, ability to work independently, and enthusiasm for learning and supporting student writers and language learners at UNM.
- Ability to work collaboratively and cooperatively with a diverse team of peers and professionals.
- Ability to communicate with and value people with diverse academic skills, cultural backgrounds, and approaches to learning.
- Proficient in Microsoft Office and other digital environments such as UNM Canvas.
- Desire to mentor writing and language tutors and WL Student Managers for long-term development and success.
- Understand and exemplify the values of CTL.
- Effective organizational skills and information tracking.

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 2 instructor recommendations, and provide supplemental documents (cover letter, resume/cv, and unofficial transcripts).

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

Application: https://forms.unm.edu/forms/fall24_wl_ga_application_sla