

Assistantship Type: Project Assistantship, Project Assistant for Community Outreach

Department: Global Education Office, International Student and Scholar Services

Pay Rate: \$23.14/hour - \$25.45/hour

Tuition Award: Up to 6 credit hours each fall and spring term

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: July 2024 – May 2025 (or beyond)

Appointment Percent: %.50

Application Deadline: Best Consideration: 06/24/2024, **Final Deadline: 07/05/2024**

Position Summary:

Working with the International Student and Scholar Services team, this Project Assistantship position is responsible for maintaining and expanding two student programs (International Service Corps and the Lobo Friend buddy/mentoring program) to help international students integrate with US students and the Albuquerque community. The International Service Corps program, in a typical semester has 15-40 students, and the Lobo Friend program has 75-200 students (including mentors and mentees).

DUTIES AND RESPONSIBILITIES:

International Service Corps: recruiting international students for the program by creating advertisements and promoting the program, contacting potential community partners for volunteer opportunities, coordinating and overseeing volunteer activities, tracking student volunteer hours, developing incentives for volunteers (certificates, appreciation dinner), and organizing transportation to volunteer events.

Lobo Friend Buddy Program: recruiting mentors and mentees each semester, matching international and domestic students as Lobo Friends, planning and budgeting for events, developing incentives for mentors. Coordinating some social events in collaboration with the GEO Social Activities Coordinator.

Qualifications:

- Full-time graduate student at UNM through May 2025 (may continue beyond if funding is renewed)
- Academic, professional, and/or other relevant experience related to international students and scholars, non-native speakers of English, and communication to these populations
- Excellent communication skills
- Experience with advertising, organizing, planning and evaluating events including use of social media to advertise and organize groups of students, budgeting, and record-keeping
- Demonstrated ability to work independently on projects. Highly organized, attention to details.
- Enthusiasm and Energy for planning and implementing student programs
- Available to work in the office and with a reliable schedule. Availability to work on weekends or after hours may be needed on an occasional basis.

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, 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:

Fiore Bran Aragon, fsbran@unm.edu
International Education Advisor, Senior
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).