

Assistantship Type: Project Assistant

Department: Center for Teaching and Learning

Pay Pate: Pre-Masters: \$17.80/hour (18 week contract)
Post Masters: \$19.58/hour (18 week contract)

Tuition Award: This position does not provide tuition support.

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 Summer 2024.

Appointment Percent: 50%

Application Deadline: The preferred deadline for this application is February 16, 2024

Position Summary: Student Learning Assistance at the Center for Teaching and Learning seeks a project assistant with the desire and ability to assist in the development of a special project within a peer-to-peer educational program. This program is dedicated to learning science research, pedagogy, and tutoring best practices that promote student learning at UNM. This position supports academic programs through non-credit generating duties and responsibilities.

The successful candidate will provide a range of technical and operational support for the Learning Strategies program. This support includes building partnerships with key stakeholders, researching and implementing innovative practices to help students understand foundational learning skills, and developing e-learning resources to make our services accessible to a universal audience.

The anticipated work schedule is between 10-20 hours per week, Monday through Friday between 8am and 5pm.

DUTIES AND RESPONSIBILITIES:

- Researches, develops, and facilitates trainings on pedagogy, educational development, and professional development for undergraduate and graduate student staff in collaboration

with the Student Success Supervisor and Assistant Coordinator.

- Assists in management of the CTL certified training program to meet national training certification requirements through the College Reading and Learning Association (CRLA).
- Collaborates with the Student Success Supervisor on data and research related to the Center, effectiveness of programming, and reports for academic programs and the provost office as needed.
- Collaborates with the Student Success Supervisor and Assistant Coordinator to develop relationships with key stakeholders, including but not limited to faculty, department chairs, program directors, and program managers.
- Collaborate with Student Success Supervisor and Assistant Coordinator to strategize ways to streamline services to make them accessible to all students, and research current trends to ensure program effectiveness and relevance.
- Plans and facilitates workshops for academic programs and holds one-on-one consultations for students on academic probation.

Qualifications:

- Excellent oral, written, electronic, and interpersonal communication skills.
- High level of professionalism and organization.
- Demonstrated leadership skills, initiative, and ability to work independently.
- Proficient in Microsoft Office, Adobe Suite, and other digital environments such as Canvas.
- Ability to develop student training and program services based upon contemporary research in pedagogy and higher ed.
- Ability to work with both qualitative and quantitative data related to CTL's programming, student users, and student staff.
- 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.
- Understand and exemplify the values of CTL.

To be employed as a program 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 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 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/spring24_pa_application_ldp_copy