Assistantship Type: Project Assistant

Department: College of Population Health

Pay Rate: Pre-Masters: $22.68/hour (18-week contract)
Post Masters: $24.95/hour (18-week contract)

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: Spring 2024 with potential to continue through Summer 2024.

Appointment Percent: 50% FTE

Application Deadline: Preferred deadline is March 31, 2024

Position Summary: The College of Population Health seeks a Project Assistant to support the administrative team with special projects, events planning, outreach and marketing including audio and video management and social media management.

The successful candidate will provide general administrative support, maintain social media sites, create audio and visual content and/or adapt existing content to a Web-friendly format. The anticipated work schedule is between 10-20 hours per week, Monday through Friday between 8am and 5pm.

DUTIES AND RESPONSIBILITIES:
- Creates and maintains marketing files, records, calendars, logs and other documents.
- Produces promotional visual images web and print such as brochures, including maintenance of templates and image archives.
- Creates web links and ensures that links are up to date; updates information on pages and databases so that content is current.
• Provides routine AV support and management for program meetings and events.
• Perform routine editing of audio and visual materials.
• Performs miscellaneous job-related duties as assigned.

Qualifications:
• Working knowledge of computer graphics and layouts.
• Experience with audio video editing software and social media platforms.
• Ability to use word processing and internet software.
• Ability to work independently and as a member of a team.

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 resume and cover letter to: AROrtiz@salud.unm.edu

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