

Assistantship Type:	Project Assistant
Department:	College of Population Health
Pay Pate:	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:	<p>The College of Population Health seeks a Project Assistant support the administrative team with special projects, events planning, outreach and marketing including audio and video management and social media management.</p>

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

To be considered for this opportunity, please submit a

Instructions:

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

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