

- Assistantship Type:** Project Assistant
- Department:** College of Population Health (COPH)
- Pay Pate:** \$18.00 per hour
- 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:** 4.65 months (April 2024 – August 2024)
- Appointment Percent:** 17.5% (7 hours/week)
- Application Deadline:** March 22, 2024
- Position Summary:** The College of Population Health seeks a Graduate Project Assistant to assist in the completion of a research project involving sensitive data pertaining to deaths from the Office of the Medical Examiner. This position will require working independently, with supervision from Dr. Andress from COPH and Dr. McIver from Student Health and Counseling, reviewing OMI reports and entering data. Collating information on a spreadsheet and SharePoint will be required. Weekly meetings online or in person with supervisors. Other duties as assigned. The anticipated work schedule is flexible and must be in alignment with Appointment Percent.

DUTIES AND RESPONSIBILITIES:

- Records Review
- Data entry and corrections
- Literature Search

- Qualifications:**
- Graduate student comfortable with sensitive data
 - Ability to work independently with deadlines
 - Interest in public health, mental healthcare

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 to: Dr. Lauri Andress at LAndress@salud.unm.edu and Dr. McIver at smciver@unm.edu

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