

Assistantship Type:	Project Assistant
Department:	Community Engagement
Pay Rate:	Pre-Masters: \$18.50/hour (18-week contract) Post Masters: \$20.50/hour (18-week contract)
Tuition Award:	N/A
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 Spring 2025
Appointment Percent:	50%
Application Deadline:	4/05/2024
Position Summary:	<p>The University of New Mexico Office for Community Engagement is actively seeking a dynamic and proactive Project Assistant for the purpose of contributing to the development of a report for the Carnegie Community Engagement classification. In this role, the Project Assistant will work closely with the Director of Community Engagement Initiatives and the Program coordinator.</p> <p>Primary responsibilities will be developing and maintaining a variety of data repositories dedicated to advancing Community Engagement at UNM.</p> <p>Successful candidates will demonstrate exceptional communication skills and an understanding of data collection management. We seek someone detail-oriented, demonstrates self-initiative, and excels in time management. If you are a motivated self-starter with a flexible and resourceful approach, we encourage you to apply for this exciting opportunity.</p>
Qualifications:	<ul style="list-style-type: none"> • Proficiency in both quantitative and qualitative data collection, including transcription, cleaning, management, and analysis. • Familiarity with project logistics and reporting mechanisms, including the preparation of monthly, quarterly, and annual reports.

- Experience in training community-based data collectors on qualitative data collection protocols and maintaining ongoing engagement with site staff and partners.
- Strong communication skills for interacting with community partners and stakeholders through various mediums such as video/phone calls, emails, and the creation of grant-specific documentation.
- Ability to navigate and work effectively with visual graphic interfaces.

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, candidates must complete this application, include 1 instructor recommendations, and provide cover letter, resume/cv, and unofficial transcripts.

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