

<b>Assistantship Type:</b>	Research Assistant RA
<b>Department:</b>	College of Population Health
<b>Pay Pate:</b>	Pre-Masters: \$22.68/hour (18-week contract) Post Masters: \$24.95/hour (18-week contract)
<b>Tuition Award:</b>	None
<b>Benefit Eligibility:</b>	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.
<b>Anticipated Term:</b>	Spring 2024 with potential to continue through Summer 2024.
<b>Appointment Percent:</b>	Up to 50% FTE
<b>Application Deadline:</b>	Preferred deadline is March 31, 2024
<b>Position Summary:</b>	The College of Population Health seeks a Research Assistant to support the TREE Center team with research-related activities, including participant recruitment, scheduling, manuscript preparation and findings dissemination. The anticipated work schedule is between 10-20 hours per week, Monday through Friday between 8am and 5pm.

**DUTIES AND RESPONSIBILITIES:**

- Conduct literature reviews and synthesize relevant research findings to inform study design and implementation.
- Document creation, drafting, and editing.
- Communication with outside parties.
- Assist in the preparation and submission of grant proposals, progress reports, and manuscripts for publication.
- Provide support for research-related activities, including participant recruitment, scheduling, and follow-up.
- May involve contributing to the dissemination of research findings through presentations at local and/or national meetings.
- Other job-related duties as assigned.

**Qualifications:**

- Knowledge of research methods including study design and data collection.
- Strong interpersonal and communication skills and the ability to work effectively in diverse communities.
- Proficient in PC or MAC operating systems and software.
- Effective time management skills.
- Flexibility and adaptability.

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: [AROrtiz@salud.unm.edu](mailto:AROrtiz@salud.unm.edu)

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