The Africana Studies Program at the University of New Mexico is currently seeking one (1) graduate assistant to assist with research and outreach related project initiatives.

Please submit a resume and cover letter to Florence Gonzales at fgonzale@unm.edu.

Graduate Research and Outreach Assistant Position

Africana Studies seeks a graduate assistant who will work on a variety of tasks related to exploring, explaining, and promoting information related to the Africana Studies Program at the University of New Mexico. The duties outlined below will allow the GA to gain applied research and outreach experience in Africana Studies multi-layered frameworks and methodologies. Duties include the following but are not limited to:

- Assist the Director with fact finding, data entry, analysis, and reporting
- Work with various data stewards to ensure that we receive data
- Assist with written narratives about data implications
- Assist in planning, developing and coordinating outreach projects, programs and events
- Ability to use graphics, infographics and visual formats to communicate information
- Assist in writing, editing, and reviewing public relations materials, to include fact sheets, articles, newsletters, etc.
- Assist in coordinating, producing and publishing public relations materials and other related communications
- Participate in establishment, design and implementation of communications projects and events to include comprehensive writing projects, web/social media content, presentations and related activities.
- Assist in the development, enhancement and maintenance of Africana Studies’ web/social media presence/site
- Work with faculty and staff members on projects as needed
- Work with diverse student, staff, and faculty populations as well as in the community

Requirements for consideration

- Graduate student in good academic standing
- Availability for work during fall 2017 through spring 2018
- Available to work up to 20 hours per week
- Available for occasional evening and weekend events
- Attendance at all bi-weekly staff meetings during the academic year
- Enrollment in a minimum of 6 credit hours in MA or PhD program
- Experience working with sensitive data, graphics and infographics
- Experience with Excel and Adobe programs

Preferred qualifications

- Skill in organizing resources and establishing priorities
- Ability to plan, develop, and coordinate multiple projects
- High level of professionalism and adherence to strict confidentiality
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Knowledge of media production and publishing principles and processes
- Ability to create, compose and edit written materials
- Knowledge and understanding of authoring languages, editing and authoring tools, and related website technologies
- Skill in computer graphics and layout
- Strong attention to detail
- Proficient in Microsoft Office and Adobe programs
- Ability to work independently and in small groups
- Knowledge of communication principles, media and outreach/promotion techniques

For more information:

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College of Arts and Sciences
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