UNM’s Office of Assessment & Academic Program Review
Is Hiring FOUR (4) .50 FTE GRADUATE ASSISTANTS

Assistantship Type: Graduate Assistants

Department: Office of Assessment & Academic Program Review

Tuition Award: None

Benefits 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: June 3-June 28, 2024

Appointment Percent: 50%

Application Deadline: Best Consideration by March 8, 2024

Position Summary: Office of Assessment & Academic Program Review seeks Graduate Assistants to:

Analyse and rate undergraduate student work evidencing critical thinking in STEM, Humanities, the Arts, Second Languages, Communication, Mathematics and the Social Sciences.
Record/document ratings and analysis process
Submit ratings to the Office of Assessment team.
Participate and engage in weekly team meetings via zoom.

Qualifications: Teaching or research, classroom assessment or rubric analysis experience within an educational setting
1-2 years GA/TA/PA experience
Ability to work individually in a fast-paced work environment.
Ability to work in a team setting and follow prescribed guidelines.
Fluency in Greek, Portuguese, Navajo or Latin is useful (but not required)
Complete FERPA training (to be completed during assistantship training)
Complete required rubric analysis training (virtual via zoom)

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: Please apply to Director, Julie Sanchez @ jreed@unm.edu this is a one-month summer assistantship at the Office of Assessment & APR. We will be starting our hiring process March 1st, send your CV/resume and letter of interest now! Best consideration by March 8th.

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