**Assistantship Type:** Program Assistant

**Department:** Community Engagement-Office of Academic Affairs

**Pay Rate:** $16.79 to $18.47 hourly

**Tuition Award:** No tuition will be awarded

**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:** 9/20/2023-5/15/24

**Appointment Percent:** 75%

**Application Deadline:** 9/11/23

**Position Summary:** The Office of Academic Affairs' Community Engagement Initiative is actively seeking a dedicated student employee who possesses strong motivation to collaborate with the Director on advancing the Community Engagement program. As the Program Assistant, you will play a pivotal role in facilitating the organization and implementation of various projects, which encompass overseeing the website and social media, gathering research data, and creating digital graphic materials for presentations.

The scope of responsibilities for this role is diverse and includes tasks such as arranging meetings, scheduling calls, assisting the director, managing documentation, performing data entry, and fulfilling designated administrative duties. Reporting to the CE Director, the Program Assistant will closely collaborate to foster the growth of this novel initiative.

**Qualifications:**

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

* Ability to follow both verbal and written instructions.
* Ability to communicate effectively orally and in writing.
* Ability to do online research.
* Computer skills a must and knowledge of MS Office Suite, Graphics Programs (Photoshop, Illustrator & InDesign)
  * Cascade and or other website administration skills

* Strong computer and graphic skills, including but not limited to MS Office & Adobe Creative Cloud
* Positive attitude, good people skills and the ability to work closely with Director and people at all levels of experience and proficiency required.

**Preferred Qualifications**

* Strong written, graphic and verbal communication skills required.
* Competent self-starter who will take initiative and work independently.
*Excellent interpersonal, communication and organizational skills.
*Customer service oriented.
*Strong administrative ability and attention to detail required.
*Ability to organize and meet deadlines.

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: Only applications submitted through the official UNMJobs site will be accepted. If you are viewing this job advertisement on a 3rd party site, please visit UNMJobs to submit an application. Please submit a resume and cover letter. Preference given to work-study eligible students.

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