Assistantship Type: Project Assistant
Department: College of Population Health
Pay Rate: $16.79
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: 8/21/2023
Appointment Percent: 25%
Application Deadline: 8/11/2023
Position Summary: The College of Population Health (COPH) is seeking a part-time Project Assistant (PA) to assist with the Academic Health Department (AHD) grant. The grant provides a strong partnership between the UNM College of Population Health and the NM Department of Health (DOH) in the areas of teaching, research, and service.

This temporary, part time assistant will provide support by coordinating with the Sr. Project Manager to assist with the success of assigned projects and deliverables set forth within the grant.

Qualifications:
- Graduate student who has demonstrated project management experience
- Be highly self-motivated to complete projects by deadlines
- Have excellent communication and organizational skills
- Basic computer skills are required
- A strong interest in population including being a part of developing interventions targeting key social determinants of health in New Mexico

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: For best consideration, respond by August 11, 2023, including a resume or CV, cover letter and writing sample. Please include phone number and e-mail contact information. Submit applications and/or request more information about this position to Amanda Ortiz, via e-mail: AROrtiz@salud.unm.edu

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