**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:** Friday, 8/3/2023

**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).