**Assistantship Type:**  
Project Assistant

**Department:**  
Cradle to Career Policy Institute, College of Arts and Sciences

**Pay Rate:**  
Pay will depend on graduate program status (per negotiated union rates)

**Tuition Award:**  
Up to 6 credit hrs/semester

**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:**  
Fall, 23, Spring and Summer 24

**Appointment Percent:**  
10-20 hrs per week

**Application Deadline:**  
Application open until filled (anticipated Oct 10, 2023)

**Position Summary:**  
UNM’s Cradle to Career Policy Institute (ccpi.unm.edu) in the College of Arts & Sciences is seeking a project assistant for a year-long foundation-funded project evaluating the impact of philanthropic funding on child and family well-being in New Mexico. Work will rely heavily on document review and will require strong analytical writing ability.

We welcome applications from students pursuing advanced degrees in the social sciences, education, public health, or related fields, who have relevant training and experience, interest in working with a research team, and strong interest in public policy. Interest in maternal child health, educational equity, food systems, and/or family economic stability and community economic development will be assets, as will familiarity with the New Mexico context.

The anticipated work schedule is negotiable, with in-office hours expected.

**DUTIES AND RESPONSIBILITIES:**

- Document review (e.g., nonprofit annual reports, evaluation reports)
- Data compilation
- Analysis of implementation of strategic grantmaking
• Strong analytical writing
• Regular project team meetings

Qualifications:

• Enrolled in a graduate program in the social sciences, education, public health or related field of study.
• Strong interpersonal skills.
• Strong analytical and writing skills.
• Highly organized and able to 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: To be considered for this opportunity, please contact CCPI Director, Dana Bell at: belld@unm.edu

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