Assistantship Type: Project Assistant

Department: Graduate Studies

Pay Rate: Pre-masters $16.79 per hour
Post-masters and pursuing doctoral degree $18.47 per hour

Tuition Award: 6 credit hours

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: January 8 through May 24, 2024

Appointment Percent: 50%

Application Deadline: October 27, 2023

Position Summary: Graduate Studies is hiring a graduate assistant for spring 2024 to support a project to analyze recruitment, enrollment, and retention across UNM graduate programs. The successful candidate will be hired as a Project Assistant for up to 20 hours/week to assist with data analysis and report creation. The position is supervised by the Dean of Graduate Studies but will work in close collaboration with staff from the Office of Institutional Analytics. Must be able to attend regular project meetings and work independently to design data queries, perform statistical analysis, and prepare reports for internal distribution.

DUTIES AND RESPONSIBILITIES:
• Analyzing data and creating reports for Graduate Studies
• Working closely with the Office of Institutional Analytics to create additional datasets
• Statistical analysis of various datasets and creating reports for graduate departments
• Experience with data visualization

Qualifications:
• Strong statistics skills
• Excellent communication skills
• Ability to work independently

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, Email resume/cv to Margaret Gonzales at margo@unm.edu.

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