Project Assistant

Job Description:

The College of Population Health (COPH) Marketing department is seeking a part-time Marketing Project Assistant (PA). Dean Tracie Collins has requested a printed annual report booklet, and your assistance is needed!

This temporary, part time assistant will provide support by coordinating with the Marketing Manager and reaching out to key individuals in COPH departments to help gather content by interviewing and writing articles that will be published in the 2023 annual report. This person will be able to provide input and feedback on development of the annual report and will have their name listed in the booklet as a contributor.

- This is a temporary, part time position for the development of the COPH annual report, and the PA will work an average of 10 hours per week between May 1 and July 31, 2023, at a rate of $16.79 per hour, for total compensation of $2,014.80.

Responsibilities:

- Collaborate with key individuals within COPH faculty to interview and gather information based on identified topics
- Write 10 (est.) articles from information gathered, average 4-pages per article
- Provide input and feedback on development of annual report

Qualifications:

- Graduate student who has demonstrated writing skills
- Be highly self-motivated to complete projects by deadlines
- Have excellent communication and organizational skills
- Basic computer skills are required

For best consideration, respond by April 28, 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 Cindi Meche, Marketing Manager, via e-mail: coph-marketing@salud.unm.edu.