Project Assistant

Job Description
The Division for Equity and Inclusion is seeking a part-time Project Assistant (PA) for Spring 2023!

The Division for Equity and Inclusion at UNM is seeking to hire a part time research assistant to provide research support for the multi-sited research project, "De-Siloing Sexual Harassment Prevention and Discrimination Intervention in Higher Education." This pilot research project, funded by the Center for Institutional Courage, is directed by co-PIs Dr. Liz Hutchison (UNM), Dr. M. Gabriela Torres (Wheaton College) and Dr. Nelia Viveiros (University of Colorado, Boulder, Anschutz Campus). This research seeks to better understand how individuals employed in higher education who work directly in DEI, EEO, or Title IX offices, as well as administrative leaders with positional authority and experience in conflict management (such as those working in HR, Dean of Students, Dean of the Faculty, Ombuds, Provost, etc.) view the competing and sometimes contradictory demands of sexual harassment prevention and discrimination intervention. This pilot project is focused on understanding the perceptions of this population of non-discrimination practitioners with respect to their work to implement university policies on harassment and discrimination. Documenting non-discrimination practitioners’ experience reveals the frameworks and constraints under which they must operate, as well as unintended outcomes of how universities typically enforce policies against sexual harassment and discrimination.

Responsibilities:
- The Project Assistant (PA) will work closely with Dr. Hutchison and co-PIs to manage and analyze research data collected via surveys and recorded interviews.

Qualifications:
- Graduate students who have demonstrated an interest in diversity and sexual harassment and/or show experience in survey and interview research are eligible for the position
- Organizational skills and basic computer skills are required
- Some data collection and analysis experience with Qualtrics, Trint, and MaxQDA software preferred
The PA will work an average of 12 hours a week between March 1 and June 30, 2023, at a rate of $20 per hour, for total compensation of $4,200. All work will be conducted remotely.

Applications: by February 20, 2023, applicants should submit a brief letter of interest, a two-page CV, and the names and contact information for their academic advisor. The letter of interest should address the following: relevant disciplinary background (including coursework or research); computer proficiency and organizational skills (especially the required data software). Please include both telephone number and e-mail contact information.

Submit applications and/or request more information about this position to Dr. Liz Hutchison, Associate Vice President for Equity and Inclusion, via e-mail: ehutch@unm.edu.