Project Assistant Job Description: 2018-2019

“The Project for New Mexico Graduates of Color is a student-led program working to build community among historically underrepresented groups.”

PNMGC is dedicated to recruiting and retaining current and future graduate and professional students of color through on-going peer mentoring and other activities that promote academic excellence, professional and leadership development, and social, cultural and emotional support. The PNMGC Project Assistant assists with the development, implementation and evaluation of Project for New Mexico Graduates of Color (PNMGC) events, activities, and initiatives, in conjunction with other project staff.

The Project Assistant should have experience in organizing and mentoring with a strong commitment to diversity, equity and inclusion, and should have a clear understanding of PNMGC’s mission and goals. PNMGC invites all qualified graduate and professional students to apply.

Application, Curriculum Vitae and letter of interest are due by April 30, 2018 at Graduate Studies, Humanities Suite 107 or e-mail an electronic copy to margo@unm.edu.

For more information on PNMGC please visit our website at http://pnmgc.unm.edu/.

PNMGC Project Assistant Duties

Coordination, Event Planning and Meeting and Training Facilitation

- Plan, implement and evaluate programming events such as orientations, trainings, workshops, professional development and social events
- Plan and coordinate staff and partner meetings, trainings, and retreats, as appropriate
- Develop and update program documentation, required reports, meeting minutes, and other paperwork, as needed
- Identify and establish strategic campus and community partnerships and collaborations
- Promote campus and community communication, outreach and recruitment
- Recruit, support, and engage in on-going communication with mentors and mentees
- Serve as a liaison and representative for PNMGC to the administration, faculty and other graduates of color programs and organizations
- Develop recruitment, training, and other program and promotional materials and resources
- Maintain program technology, i.e., database, listserv, social media and other electronic communication
- Develop and implement ongoing program evaluation and needs assessment

Budget and Funding

- Complete funding renewal applications as part of the annual Student Fee Review Board, and attend hearings and forums in conjunction with the funding process
- Continuously research prospective grant and funding opportunities for the program

Minimum Job Requirements
Must be a graduate/professional student and have completed one semester of graduate coursework at UNM

Have familiarity with PNMGC events, goals and programs

Ability to work up to 20 hours a week including availability on some nights and weekends

Clear grasp of program needs and goals and the ability to effectively articulate the nature and purpose of the program to peer mentors, other staff, Graduate Studies and the University of New Mexico

Strong familiarity with needs and concerns of people of color and underrepresented groups at UNM

Knowledge and Skills Required

- Understanding of, and commitment to, fundamental principles of peer mentoring;
  - This includes a readiness to maximize the level of programmatic ownership and involvement on the part of the peer mentors themselves
- Close familiarity with the policies, procedures and resources of the University of New Mexico and preferably with the Project for New Mexico Graduates of Color
- Must be self-directed, motivated and have the ability to make decisions when necessary
- Ability to work collaboratively with other project staff, including group work or working in teams, as well as experience working in partnerships with other departments, programs or student organizations
- Experience with event planning, program coordination and evaluation as well as meeting and training facilitation including familiarity with different learning styles and teaching strategies
- Experience with developing recruitment materials, mobilizing/community organizing, public speaking or other outreach efforts
- Familiarity with budgets and funding requests
- Familiarity with databases, listservs and website maintenance
- Strong verbal and written communication skills

Compensation, Personal/Professional Development and Support

The position pays $15/hour for up to 20 hours per week, (this is a full year position including summer employment). Tuition (up to 9 graduate credit hours) and student health insurance is also provided as part of the compensation package. The person hired will share duties with other project staff. In addition, s/he will participate in ongoing training and professional development relevant to peer mentoring, academic & professional development, networking, leadership, and social justice initiatives. All project assistants will receive performance reviews each semester.

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Please direct any questions to: 505-277-6062 or margo@unm.edu.