

Graduate Assistant (Multimedia & Digital Communications)

Africana Studies Program

Application Deadline: 22 September 2017

Position Description

The Africana Studies Program is hiring a 20-hour (.50 FTE) graduate assistant to assist with creating a variety of graphic design and artistic productions to enhance our undergraduate program.

Position Duties

- Contribute to developing, promoting and maintaining website/social media presence
- Assist with planning, coordinating and promoting courses, programs, and events
- Help with designing public relations/branding materials

Preferred Qualifications

- Experience using a variety of computer-based programs, interfaces and technologies to create multimedia content for Internet, mobile devices, broadcasting and other platforms
- Familiarity with digital photography and audio/videoproduction

Required Documents

- Cover Letter
- Current CV

To Apply Please Email Required Documents by September 22, 2017 to:

Florence Gonzales, Operations Manager
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