Graduate Assistant: Advisor/Instructor

The mission of UNM Upward Bound is to support historically underrepresented students in pursuing excellence in their high school and college education. We work tirelessly to empower students to become future social leaders: ready to self-advocate, think critically, and implement a decisive and strategic plan to achieve their career goals. We are currently looking for a graduate student to assist us in this mission by serving as an advisor and instructor to our students.

Job Duties:
- Advise and support low-income and first-gen high school students
- Track student progress towards graduation
- Design and teach weekly workshops
- Design and supervise a summer internship program
- Assist in conducting research and writing grants
- Assist in administrative duties
- Assist with recruitment and traveling to APS schools
- Creating training, workshop, and recruitment videos
- Help plan and supervise campus tours, cultural excursions, family workshops, Saturday academies, and other events
- Regularly engage in professional development opportunities

Requirements:
- Bachelor’s degree
- Be in graduate school at least half-time
- Proficiency with Microsoft Word, PowerPoint, Excel, and Outlook
- Experience teaching, tutoring, and/or mentoring
- Excellent oral and written communication skills

Preferences:
- Spanish Bilingual

The position is part-time (20 hours per week) and pays $21,000 annually plus tuition. For more information, please contact Kristen Griego, sorenson@unm.edu.