



**GLOBAL
EDUCATION
OFFICE**

**Project Assistantship Opportunity
Information Technology: Software Support/Developer
January 30, 2018**

The UNM Global Education Office is offering a Student Employee position focused on software support/development to an enthusiastic and motivated student in a related academic discipline and /or experience. Under direct supervision the Student Employee will provide assistance related to a variety of information technology projects in support of the Global Education Office and its five operating units – Administration and Global Partnerships, The Center for English Language & American Culture; Education Abroad, International Recruitment & Admissions, and International Student & Scholar Services.

Competitive candidates will have the following skills:

Technical skills:

Working knowledge of

- Required
 1. HTML/CSS
- Preferred
 1. JAVA
 2. PHP
 3. Bootstrap libraries
 4. XLTS
 5. XML
 6. SQL

Experience with

1. phpMyAdmin
2. UNM CMS
3. SDLC

Desired Candidates will:

1. Be able to work 3-5 days a week (2-8 hours a day) on regular schedule
2. Follow/have knowledge of best practices
3. Follow instructions and established procedures
4. Be a proactive, independent problem solver familiar with internet resources
5. Be detailed oriented
6. Be a team player

Additional Competencies:

These are desired, but not required:

1. Virus and malware removal
2. Microsoft Office for MAC and Windows, including Lync configuration and support
3. Windows 7/8/10
4. MAC OS X
5. Active Directory Administrative Tools
6. Computer system setup and configurations
7. Software installation and removal for MAC and Windows systems
8. Printers setup and configuration
9. Network share drivers permissions setup

Additionally, competitive candidates will have experience working in an international and/or higher education environment and will possess excellent oral and written communication skills.

- Initial Employment Term: Spring and Summer 2018
- 20 hours per week: 2-8 hours a day; 3-5 days a week on a regular schedule
- Hourly rate: \$10-12 per hour, DOE
- 6 credit hours of tuition and health insurance through the Office of Graduate Studies

To Apply please complete this form: https://forms.unm.edu/forms/it_software_support_student and email your cover letter and resume detailing how your qualifications are responsive to the duties and responsibilities of this assistantship by February 9, 2018 to:

Jemma Bosina, User Support Analyst, Global Education Office

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