



GLOBAL
EDUCATION
OFFICE

CALL FOR APPLICATIONS
PROJECT ASSISTANTSHIP WITH THE GLOBAL EDUCATION OFFICE
APPLICATIONS DUE FEBRUARY 9, 2018

The UNM Global Education Office (GEO) is accepting applications for a 20-hour per week Project Assistantship (PA) for the spring 2018 semester. The assistantship will be paid on a bi-weekly basis at \$14.00 - \$16.00 per hour (dependent upon experience) and includes 6 hours of tuition and health insurance.

Description:

Working with the GEO Director for International Student and Scholar Services, the PA will provide support in investigating current database functionality, mapping business processes, developing procedures and creating a timeline and process for converting to paperless record-keeping by the end of Summer 2018, including:

- 1) Creating a project plan and timeline based on meetings with GEO staff
- 2) Studying technical documentation for current software
- 3) Assisting staff in exploring and understanding how various features of the current software can be implemented and used through reading documentation and communicating with other universities who are using these features
- 4) Assist in the development of paperless tracking procedures for the office
- 5) Assist in planning and coordinating the scanning and uploading of paper documents
- 6) Provide training for student and professional staff on new procedures for paperless record-keeping

Requirements:

- Full-time graduate student at UNM for spring 2018
- Academic, professional, and/or other relevant experience related to information systems, software functionality and business processes
- Experience with one or more database systems used in a business setting
- Excellent communication skills
- Excellent knowledge of Microsoft office products and other documentation software
- Self-starter with excellent organizational skills and the ability to work independently

Preferences:

- Knowledge of needs and issues relating to international students and scholars in higher education
- Knowledge of immigration documents required for international students and scholars

Application Requirements:

- Letter of intent that addresses abovementioned requirements and preferences
- Resume/CV
- Contact information for three (3) references

Submit materials to:

Linda Melville, lmelvill@unm.edu

Director for International Student and Scholar Services, Global Education Office

MSC06 3850, 2120 Mesa Vista Hall

University of New Mexico

Albuquerque, NM 87131

Application Deadline:

DEADLINE FOR APPLICATIONS IS FEBRUARY 9, 2018