CALL FOR APPLICATIONS
PROJECT ASSISTANTSHIP WITH THE GLOBAL EDUCATION OFFICE
BEST CONSIDERATION DATE FOR APPLICATIONS IS APRIL 24, 2022

The UNM Global Education Office (GEO) is accepting applications for a 20-hour per week Project Assistantship for Programming and Communication beginning in Summer 2022 and continuing through the 2022 - 2023 academic year (contingent upon satisfactory performance). The assistantship is paid on a bi-weekly basis starting at $14-15 per hour (depending on experience) and includes health insurance and a 6 credit-hour tuition waiver during fall and spring semesters (6-hour tuition waiver begins in Fall 2022).

Description:
Working with the GEO Director for International Student and Scholar Services, this Project Assistantship (PA) position is responsible for developing, planning, organizing, and coordinating orientations, workshops and other informational programs for international students and scholars in collaboration with university and local partners. The PA will be responsible for assisting with all aspects of these programs, including scheduling presenters and venues, developing communication plans, writing informational materials, maintaining virtual interactive calendars, crafting social media advertising and assisting with evaluations/needs assessments. The position requires excellent organization, written communication, and oral presentation skills, as well as complete mastery of the platforms used for virtual presentation delivery at UNM.

Requirements:
• Full-time graduate student at UNM (must be able to commit to at least one year in the position)
• Academic, professional, and/or other relevant experience related to designing, coordinating and presenting informational programs
• Excellent communication skills
• Proven mastery of technology related to virtual presentation platforms
• Experience with written communications and advertising on web, paper and Social Media
• Demonstrated ability to work independently on projects in a proactive manner
• Enthusiasm and Energy for planning and implementing student programs and crafting informational materials

Preferences:
• Knowledge of needs and issues relating to international students and scholars in higher education
• Experience with communication planning and with advertising, organizing and planning events including use of Social Media and other means of information distribution
• Communication design experience
• Fluent in one or more languages
• Expecting to continue study through May 2024

Application Materials:
• Letter of intent that addresses abovementioned requirements and preferences as well as personal vision for achieving activities outlined in description
• Resume/CV
• Contact information for three references
Submit All Application Materials via email by the Best Consideration Date to:
Linda Melville, lmelvill@unm.edu
Director, International Student and Scholar Services