Call for Applications
Project Assistantship with the Global Education Office
Best Consideration Date is January 13th, 2023

The University of New Mexico’s Global Education Office (GEO) Global Programs division is seeking a candidate with experience in program management and evaluation. In addition, applicants should demonstrate a high level of professionalism and be service oriented. The Global Programs Assistant is a graduate student employed as a Project Assistant (PA), with health benefits and up to 6 credits of tuition waiver (standard tuition only; no differentials; no fees). Compensation also includes $15.00/hr. paid bi-weekly. This position is for the Spring 2023 semester with possibility of extending into the summer based on performance, necessity, and budget. Please follow all application instructions outlined below.

Description:
Under the supervision of the Global Programs Manager and in cooperation with other members of the GEO team, the Global Programs Assistant supports the execution of short-term certificate programs for incoming international groups, assisting with pre-program planning, program delivery, and post-program evaluation. Responsibilities include, but are not limited to:

• Provide hands-on support to facilitate the success of active programs from pre-arrival to post-departure. This includes non-standard work hours, possibly including evenings, weekends, and unscheduled availability in cases of a program emergency.
• Assist with program evaluation activities, including quantitative and qualitative data collection, data analysis, and drafting of post-program reports.
• Respond efficiently to requests and inquiries from program participants and/or staff.
• Use problem solving skills and a service orientation to create a welcoming and enthusiastic environment for program participants.
• Other duties as assigned.

Minimum Qualifications
• Be a graduate student in good academic standing, enrolled in a minimum of 6 credit hours in a post-baccalaureate program at The University of New Mexico.
• Be available to work during Spring 2023 (January – May), with the possibility of extending to Summer 2023.
• Demonstrated bilingual fluency in English and Spanish, both written and spoken communication.
• Be available to work 20 hours a week during the Spring semester, with the possibility of up to 40 hours a week during the Summer.
• Be available for non-standard hours during active programs.
• Demonstrated leadership skills, initiative, ability to work independently, and enthusiasm for global education.
• Ability to work collaboratively and cooperatively with a diverse team of peers and professionals.
• Ability to communicate with and value people with diverse cultural backgrounds.
• Proficient in Microsoft Office—Word, Excel, and PowerPoint.
• Ability to work in digital environments, including but not limited to learning management systems (such as Canvas and Google Classroom), communication tools (such as Zoom and WhatsApp), media applications (such as Adobe and Canva), etc.
Preferred Qualifications

• Scholarly background and professional goals in alignment with the position.
• Familiarity and experience with program evaluation.
• Advanced critical thinking and problem solving skills.
• Ability to inspire cooperation and collaboration.
• Outstanding customer service skills and eagerness to promote the UNM brand.
• Timeliness and responsiveness.
• Enthusiasm for UNM, the city of Albuquerque, and the state of New Mexico.

Application Materials

• Letter of intent that addresses above mentioned preference
• Updated resume/CV

Submit all applications Materials via email by the best consideration date to:

Dr. Sue Wilder- swilder@unm.edu