Graduate Student Project Assistant – (February 1, 2022 – June 30, 2022)
Open until filled.
Maximum of 20 hours in Spring 2022 and maximum of 30 hours in Summer 2022.

Work Site Location: UNM Health Sciences Rio Rancho Campus, report remotely to the OfDEI’s Program Manager at UNM Health Sciences in Albuquerque.

How to Apply:
If you are interested, please email a letter of interest and a current resume with the subject line “Project Assistant” to HSC-Diversity@salud.unm.edu You may request additional information via email as well.

Summary of Needs:
The University of New Mexico Health Sciences Office for Diversity, Equity & Inclusion (OfDEI) seeks a Project Assistant to support in the planning, design, development, implementation, and execution of a subset of educational pathway programs, known as Communities to Careers, offered in Sandoval County.

The Graduate Assistant will coordinate with their supervisor, UNM Health Sciences Rio Rancho Campus staff, community groups and school administration to design and coordinate the delivery of the educational pathway programs offered in Sandoval County.

Duties may include:
- scheduling age-appropriate sessions;
- ensuring correlation of the lessons with OFDEI foundational pillars;
- identifying appropriate delivery methods and media for instructional products;
- adapting sessions to particular media formats;
- compiling and program activity data;
- and coordinating the procurement of supplies, materials, and equipment for the position.

This position will play a critical role as a liaison with local Sandoval County region partners, and/or community leaders on the development of programming offered to learners throughout the county.

The OfDEI is responsible for a full panoply of programs addressing faculty diversity, linguistic and cultural competence, K-20 educational pipeline, research data and analyses, family involvement, community engagement, and leadership on issues of diversity, equity, social justice, and inclusion. Collectively, the department implements twelve (12) program models in five regions across the state of New Mexico.

Responsibilities & Duties of this position include, but may not be limited to:
- Serve as the primary liaison in collaboration with local Sandoval County partners and the OfDEI staff between students, faculty, staff, community, other entities, and/or external constituencies on day-to-day programmatic, operational, and administrative deliverables.
- Coordinate and administer Communities to Careers programming offered in Sandoval County during the summer and academic-year. This will include implementing the program’s curriculum schedule and recruiting and orientation of local instructional support personnel as appropriate.
- Assist in the recruitment and outreach strategies to increase retention and program impact. This may include administrative support related to supporting student participants in Communities to Careers programming offered in Sandoval County.
• Assist in identifying community and institutional partners and other key stakeholders to develop, convene, and maintain a Regional Advisory Committee on a regular basis.
• Distributes and collects program evaluation materials from students, faculty and community participants. My contribute to the reporting of data by preparing reports and maintaining program/project records.
• May participate in special projects and other related initiatives designed to achieve the overall mission, goals, and objectives of the HSC Office for Diversity, Equity and Inclusion’s Communities to Careers programming.
• Provide and/or coordinate the provision of technical assistance/consultation and related support to clientele within area of program focus; provides day-to-day problem solving as needed on program related needs and issues.
• Performs other job duties as assigned.

Preferred Qualifications:

• Experience in K-20 educational program development STEM-H related program (especially out-of-school time) planning, development, and coordination for underrepresented students.
• Experience working with underrepresented/underserved students and families, as well as community/professional/school organizations.
• Experience in developing collaborations/partnerships in support of reaching program objectives and achieving collective impact.
• Experience in program budget tracking.
• Experience in managing event/program details (preparation and coordination logistics), working with internal and external vendors.
• Exceptional written communication skills (Outlook, Word, Excel, PowerPoint) that can be demonstrated in real-time.

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