Graduate Assistantship Employment Opportunity: Website Design, Website Maintenance, and Social Media Specialist

Graduate Studies has an immediate need for a dynamic, creative, and self-starting graduate student to work as a Graduate Assistant for Website Design, Website Maintenance, and Social Media. The ideal candidate will have practical experience with website design, development, and maintenance and a developed understanding of visual design principles. They will also be knowledgeable about successful social media campaigns and trends. The duties of this position may expand in response to the unique talents and interests of the position holder.

This is a .50 FTE GA position (20 hours/week), eligible for a non-transferable tuition waiver up to 9 hours per semester and health insurance benefits. Salary is competitive with other graduate assistantship positions at UNM.

DUTIES

• Maintains Graduate Studies websites, actively working to make improvements and maximize ease-of-use
• Works with the in-house graphic designer to maximize website visual appeal
• Promptly responds to web maintenance requests from individual departments throughout campus
• Helps design, implement, and maintain social media strategies for Graduate Studies, the Academic Integrity and Research Ethics (AIRE) initiative, and the Professional and Academic Workshop initiative (PAW)
• Represents Graduate Studies at various events, including new student orientations and the Shared Knowledge Conference
• Maintains research ethics certification database, including generating certificates of completion
• Provides support to Graduate Studies in other capacities as needed

APPLICANT REQUIREMENTS

• Applicant must be enrolled in a degree-seeking graduate program at the University of New Mexico for a minimum of six credit hours and be in good academic standing
• Preference will be given to candidates who are available to work during Spring 2018 and Fall 2018, with potential for summer employment. However, serial employment will be contingent upon the candidate's Spring 2018 performance
REQUIRED QUALIFICATIONS

• Experience creating, developing, and maintaining websites
• Strong understanding of visual design principles
• Knowledge of successful social media campaigns and trends
• Proficient in Microsoft Word, Excel, and PowerPoint
• Excellent written and verbal communication skills
• Ability and willingness to learn new technical skills
• Ability to work unsupervised, and to identify and independently respond to Graduate Studies needs and requests
• Ability to work collaboratively and cooperatively with a diverse team of peers and professionals

PREFERRED QUALIFICATIONS

• Proficient in HTML and CSS
• Proficient in the Adobe Creative Suite
• Experience with Cascade and/or other web content management systems
• Experience building or supporting a UNM website
• Experience with PHP and Java
• Experience with video production and editing
• Experience with Articulate Studio Pro software
• Experience with Camtasia software
• Familiarity with Google Forms and other Google products
• Awareness of UNM Banner management system

REQUIRED APPLICATION MATERIALS

• Resume
• Cover Letter
• Names and contact information for three references

OPTIONAL APPLICATION MATERIALS

• Design portfolio or website

TO APPLY

Graduate Studies will begin reviewing applications March 1, 2018, but the position will remain open until filled. Please email your application materials to Dr. William Gannon, aireunm@unm.edu. No calls or office visits, please.