UNM’s HR Compensation Project Assistant

The UNM Division of Human Resources is seeking applications from current UNM MBA students to serve as a HR Project Assistant from October 2021 through end of the academic year in May 2022.

The Division of Human Resources strives to deliver exceptional service and resources to make UNM employees’ lives better every day. In support of this mission, this role will provide critical project assistance to the HR Compensation Team. Compensation is an exciting specialty area within Human Resources, focused on developing, implementing and administering compensation and classification programs that enable the University to attract, motivate, engage and retain talented staff employees.

The HR Compensation Team is currently engaged in several large-scale institutional initiatives designed to enhance compensation at UNM. The Project Assistant (PA) will contribute directly to these efforts by assisting HR management with project planning, tracking, coordination and implementation. This role will be responsible for maintaining project documentation, monitoring progress toward deliverables, assisting with data analysis and problem resolution, developing communications, and providing the support needed to fulfill multiple project objectives.

The position is a .50 - .75 FTE (20-30 hours per week) appointment, depending on availability and qualifications and reports to the HR Compensation Manager.

Primary Responsibilities:

- Document project plans, timelines, and milestones, to include developing, maintaining and updating separate Gantt charts, schedules, and checklists for various initiatives
- Maintain project documentation, communicate with team members regarding delegated deliverables, and compile reports on status updates
- Schedule, attend, and participate in project meetings and maintain meeting notes
- Support project activities, to include assisting with data compilation and analysis, tracking problems as they emerge, facilitating solutions, developing communications, and participating in presentations
- Serve as an internal point-of-contact regarding project timelines and deliverables

Minimum Qualifications:

- UNM Masters of Business Administration student in any discipline (Project Management, Organizational Behavior and HR Management or Operations may be the most applicable);
- Strong organizational skills, with the ability to track multiple priorities;
- Ability to communicate effectively orally and in writing, as demonstrated through job interview and on-the-job performance;
- Demonstrated ability to contribute to and thrive in a team environment.

Preferred Qualifications:

- Availability to serve as an HR PA for at least 8 months (October 2021-May 2022)
- Knowledge of Excel, Smartsheets, and/or other software that may assist with project tracking and coordination
Experience and/or academic interests in one or more of the following areas:
  o Human Resources
  o Data Analytics
  o Project Management

Applicant Instructions:

- Please send a current resume/CV, cover letter and list of three (3) professional references to Stacie Jackson, HR Compensation Manager at sjack@unm.edu.
- The position will be open until filled, but applications are strongly encouraged by the best consideration deadline of Monday, October 18.