Seeking a Project Assistant (Fall 2021)

The UNM Health Science Center Office for Diversity, Equity and Inclusion is currently hiring a graduate student for a Project Assistant in the Fall 2021 semester. Graduate students of the Health Science Center are preferred but not required. The Project Assistant position is for 20-hours a week.

The qualified applicant will receive compensation of $18.50/hr. in accordance with Graduate Student Employment policies and practices.

Duties and Responsibilities

The Office for Diversity, Equity and Inclusion has several initiatives working with community and campus partners. A project assistant is needed to support specific departmental initiatives that require support with planning and execution. This may involve attending meetings on behalf of the department, communicating to partners, supporting scheduling, and booking space, tracking program registration and participation, and reporting outcomes and meeting minutes.

Some clerical office tasks in the absence of staff, such as support with front line email communication and phone calls. Some support is needed with the efforts to coordinate website edits and social media content. Other duties may be assigned depending on the needs of the department and the skills and interest of the applicant.

How to Apply:

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