Graduate Assistantship – IT Project Assistant

The University of New Mexico Department of Dermatology Administration Team has an exciting opportunity for a .75 FTE Project Assistant. The qualified applicant will receive compensation of $18/hr and up to 6 credit hours of tuition waiver, and insurance.

This position will play an integral role in updating and managing the department website, growing and managing the department’s social channels and engagement efforts by creating, editing and managing content for our platforms and assist with IT support needs such as installing computers and organizing clinical photos for educational purposes.

We are looking for someone who loves creating content for websites, and can create and manage a smart and nuanced website and social media presence for a university and clinical entity and has a wide range of skills to offer. As a member of our team, you’ll have the opportunity to tell the departments most powerful stories, you’ll use data and photos to inform your decision-making process and you’ll work with faculty and residents to support campaigns and events to achieve goals and objectives on our website and across all social channels. This position will report to and work closely with the Administration Team to develop visual assets for an aesthetic website and our social channels. Candidates for the position should have some knowledge of video production and editing, photography, graphic design, and IT support.

This role requires strong interpersonal skills and extraordinary competency in verbal and written communication. This position requires flexibility and excellent prioritization skills; one who performs well with minimal supervision with the ability to thrive and problem solve with competing deadlines.

Minimum Qualifications:

- Graduate Student in good academic standing
- Be available to work beginning in September 2022 for Fall 2022 semester (continued work into Spring 2023 is available upon successful completion of the Fall 2022 semester).

Preferred Qualifications:

- Experience in content development, and design for website and social media marketing, and managing multiple platforms including Facebook, Twitter, Instagram, LinkedIn, YouTube, and TikTok.
- Performs basic problem solving and assistance on various software applications and hardware systems for department users
- Writes, edits, and manages all website and social media related content.
- Skilled in using Adobe Photoshop and Cascade for web design
- Be proficient in general office duties

If interested, please submit your cover letter and resume to Lalita Lopez de Gauntt at lalopez@salud.unm.edu and Azucena Villa at avilla@salud.unm.edu