CALL FOR APPLICATIONS
PROJECT ASSISTANTSHIP FOR INFORMATION TECHNOLOGY: SOFTWARE SUPPORT/DEVELOPMENT
APPLICATIONS DUE MARCH 15th

The UNM Global Education Office is offering a project assistantship position focused on software support/development to an enthusiastic and motivated student in a related academic discipline and/or with related experience. Under direct supervision, the Student Employee will assist with a variety of information technology projects in support of the Global Education Office. The candidate will work with GEO IT in collaboration with the GEO Director for International Student and Scholar Services on applications that assist in University compliance with immigration regulations and enrollment of international students, including: assisting with maintenance and upgrades of enterprise software, developing and maintaining an application for international scholar enrollment, updating and maintaining non-degree student program applications, and assisting with internal and external statistical reports.

The 20-hour per week Project Assistantship (PA) will begin in spring 2020 and is expected to continue through academic year 2020-2021. The assistantship will be paid on a bi-weekly basis at $13.00 - $15.00 per hour. Health insurance is included immediately and payment of 6 hours per semester of tuition will begin in fall 2020.

Competitive candidates will have the following skills:

Technical skills:
   Required
   1. HTML/CSS

   Preferred
   1. JAVA Script
   2. PHP
   3. Bootstrap libraries
   4. XLTS
   5. XML
   6. SQL

   Also preferred is experience with:
   1. phpMyAdmin
   2. UNM CMS
   3. SDLC

Desired Candidates will:
   1. Be able to work 3-5 days a week (2-8 hours a day) on regular schedule
   2. Follow/have knowledge of best practices
   3. Follow instructions and established procedures
   4. Be a proactive, independent problem solver familiar with internet resources
   5. Be detailed oriented
   6. Be a team player

Additional Competencies:
These are desired, but not required:

   1. Virus and malware removal
2. Microsoft Office for MAC and Windows, including Lync configuration and support
3. Windows 7/8/10
4. MAC OS X
5. Active Directory Administrative Tools
6. Computer system setup and configurations
7. Software installation and removal for MAC and Windows systems
8. Printers setup and configuration
9. Network share drivers permissions setup

Additionally, competitive candidates will have experience working in an international and/or higher education environment and will possess excellent oral and written communication skills.

- Initial Employment Term: Remainder of Spring and Summer 2020
- 20 hours per week: 2-8 hours a day; 3-5 days a week on a regular schedule
- Hourly rate: $13-15 per hour
- Health insurance
- 6 hours of tuition for fall and spring semesters beginning fall 2020

To Apply please complete this form: https://forms.office.com/Pages/ResponsePage.aspx?id=MJiqJfngK0iJfho7PIVeXBiaTcK1YdNFuXPFMMy9DOYZURVZEwkZDVzA4T1ZTU0xaUEc0S1JDNUxVVy4u

and email your cover letter and resume detailing how your qualifications are responsive to the duties and responsibilities of this assistantship by March 15, 2020 to:
Ryan Kampmeier, Global Education Office
rkampmeier@unm.edu