

Job Posting for Project Assistant

The UNM-Educational Opportunity Center (EOC-TRiO) is looking for a Project Assistant for the spring 2015 semester to assist EOC's staff with the following duties:

- Assists participants with completing and submitting the Free Application for Federal Student Aid (FAFSA) online as well as locate and apply to additional scholarships.
- Assists participants in completing college admissions applications to the college/university of participant's choice.
- Follow-up with EOC participants to determine unmet needs and monitor educational status/progress.
- Provide general career, financial literacy and academic advisement to potential college students.
- Ensure accuracy and completion of intake paperwork for all program applicants.
- Perform other duties, as necessary to fulfill the EOC grant's objectives.
- Valid NM driver's license.
- Ability to travel (with EOC Staff) throughout Torrance, Valencia and Bernalillo counties to assist participants.
- Must be flexible and able to work before 8 am and after 5 pm, as necessary, to cover outreach/recruitment events.

Qualifications:

- Valid NM driver's license.
- Ability to travel (with EOC Staff) throughout Torrance, Valencia and Bernalillo counties to assist participants.
- Must be flexible and able to work before 8 am and after 5 pm, as necessary, to cover outreach/recruitment events

Preferred Qualifications:

Fluent in Spanish

If interested, send an email to Marcial Martinez at marcialm@unm.edu with available dates and times (20 hours per week).

The Educational Opportunity Center (EOC) – under the College Enrichment & Outreach Programs Department (CEOP) at University of New Mexico (UNM) – is a federally funded, five year, discretionary grant from the US Department of Education. The goal of the EOC program is to assist low-income, 1st generation (potential) college students get into postsecondary education.