Graduate Assistant Needed

The Department of Language, Literacy, and Sociocultural Studies in the College of Education is looking for a graduate student from the Anderson School of Management interested in a .25 assistantship for the Spring 2018 with the possibility of continuance year round depending upon student availability, registration status, and performance evaluation.

We are looking for a graduate student who has a degree focus in Accounting and/or Business Administration to assist the Department Administrator with faculty support in regards to various pertinent job field tasks related to faculty grant and department instructional accounting such as general budget review and reconciliation, faculty travel reimbursement preparation and submission, accounting report generation, and inventory records management. Also assists the Department Administrator with a variety of job field related projects and tasks involving a reasonable degree of responsibility and judgement.

General Qualifications:
- Must exhibit a professional demeanor, appropriate telephone etiquette, be organized and task oriented, and must be willing to take initiative in pursuing tasks and meeting deadlines.
- Must be flexible and patient with the diverse populations with which the department interacts.
- Must have strong communication and interpersonal skills.
- Must be able to work 10 hours per week, M-F, between the hours of 8:00AM - 5:00PM.

Preferred Qualifications:
- Computer literate in Microsoft Office, to include Word, Excel, Access, and PowerPoint.
- Possess basic office experience including the use of copiers, fax machines, good telephone/communication skills, as well as be able to communicate orally and in writing at the college level.
- Ability to verify data input and correct errors.
- Ability to maintain confidentiality of records and information.
- Ability to understand and follow specific instructions and procedures.
- Ability to show initiative and creativity.
- Knowledge of UNM Campus.

Please see eligibility at the UNM Assistantship website for more information: http://grad.unm.edu/funding/assistantships.html

This position includes:
- Stipend of $3,828.10 per academic semester
- Six hours of tuition for each semester
- UNM Health Insurance

Please send CV and email describing your academic interests to Robin Martinez at RobinF02@unm.edu