CALL FOR APPLICATIONS
PROJECT ASSISTANTSHIP WITH THE GLOBAL EDUCATION OFFICE
APPLICATIONS DUE BY NOVEMBER 8

The UNM Global Education Office (GEO) is accepting applications for a 20-hour per week Project Assistantship (PA) for spring semester (expected to continue in the 2018 - 2019 academic year). The assistantship is paid on a bi-weekly basis at $11.00 per hour and includes health insurance and a 6 credit-hour tuition waiver.

Description:
Working with the GEO Director for International Student and Scholar Services, this Project Assistantship position is responsible for maintaining and expanding two student programs (International Service Corps and the Lobo Friend buddy/mentoring program) to help international students integrate with US students and the Albuquerque community. Specific responsibilities include: recruiting students for both programs, contacting potential community partners for volunteer opportunities, generating bi-weekly newsletters and messages to volunteers, overseeing volunteer activities, matching international and domestic students as Lobo Friends, planning and budgeting for events, and developing incentives for volunteers in both programs. Currently more than 350 participants are enrolled in these programs.

Requirements:
• Full-time graduate student at UNM for spring 2018 (expecting to continue study through May 2019)
• Academic, professional, and/or other relevant experience related to international students and scholars, non-native speakers of English, and communication to these populations
• Excellent communication skills
• Experience with advertising, organizing and planning events including use of Social Media to advertise and organize groups of students
• Demonstrated ability to work independently on projects
• Enthusiasm and Energy for planning and implementing student programs

Preferences:
• Knowledge of needs and issues relating to international students and scholars in higher education
• Experience coordinating service-learning and community outreach projects
• Fluent in one or more languages

Application Requirements:
• Letter of intent that addresses abovementioned requirements and preferences as well as personal vision for achieving activities outlined in description
• Resume/CV
• Contact information for three references

Submit materials to:
Linda Melville at lmelvill@unm.edu
Director for International Student and Scholar Services
MSC06 3850, 2120 Mesa Vista Hall
University of New Mexico, Albuquerque, NM 87131

Application Deadline:
DEADLINE FOR APPLICATIONS IS NOVEMBER 8, 2017