The UNM Global Education Office is offering a Student Employee position focused on software support/development to an enthusiastic and motivated student in a related academic discipline and/or experience. Under direct supervision the Student Employee will provide assistance related to a variety of information technology projects in support of the Global Education Office and its five operating units – Administration and Global Partnerships, The Center for English Language & American Culture; Education Abroad, International Recruitment & Admissions, and International Student & Scholar Services.

Competitive candidates will have the following skills:

**Technical skills:**

Working knowledge of

- Required
  1. HTML/CSS
- Preferred
  1. JAVA
  2. PHP
  3. Bootstrap libraries
  4. XLTS
  5. XML
  6. SQL

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: Spring and Summer 2018
- 20 hours per week: 2-8 hours a day; 3-5 days a week on a regular schedule
- Hourly rate: $10-12 per hour, DOE
- 6 credit hours of tuition and health insurance through the Office of Graduate Studies

**To Apply** please complete this form: [https://forms.unm.edu/forms/it_software_support_student](https://forms.unm.edu/forms/it_software_support_student) and email your cover letter and resume detailing how your qualifications are responsive to the duties and responsibilities of this assistantship by **March 30, 2018** to:
Jemma Bosina, User Support Analyst, Global Education Office
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