Position Description
The College of Arts & Sciences is seeking a part-time project assistant to support our efforts in collecting and preserving our history.

The College is not only the largest academic unit at UNM, but also one of the oldest as many of our 24 departments and schools were implemented when the University opened in 1892. In honor of the College’s centennial anniversary in 1989, a volume compiled from oral histories was developed to honor the evolution of the College of Arts & Sciences and its impact on the University.

The project assistant will be responsible for researching and compiling additional oral histories in order to continue our story over the past 34 years. This research will be used to support marketing and outreach efforts at the College.

Responsibilities
- Developing an initial historical timeline from the original 1989 volume.
- Researching and contacting individuals to conduct interviews for additional oral histories.
- Compiling this research into a new volume on the College’s history and continuing the timeline began in 1989.

Qualifications
- A Graduate student with an interest in local history and/or communication.
- Excellent writing and project management skills

Position Summary
- 20 hours/week
- $20/ per hour
- Project duration expected to be approximately two years; contract will be on a semester basis.
**Application Instructions**
Applicants should submit a brief letter of interest, a two-page CV, and a two-page writing sample by March 17, 2023.

Letter of interest should address the following: how this project will support the applicant in their studies at UNM, relevant disciplinary background (including coursework or research), computer proficiency, and organizational skills. The writing sample should be representative of any prior research the applicant has done (i.e., a research paper, news story, etc.).

Submit applications and/or request additional info on this opportunity to Irene Gray, Marketing & Communications Manager: iGray@unm.edu.