Seeking a Project Assistant (Fall 2021-Spring 2022)-10 hours/week

Background

The Federal TRIO Programs (TRIO) are federal outreach and student services programs in the United States designed to identify and provide services for individuals from disadvantaged backgrounds. TRIO programs around the country offer low-income and first-generation college students the personal attention, planning and information to manage their financial constraints, strengthen their academic skills, adjust to the campus environment and set goals that lead to graduation and responsible participation in society.

The UNM Student Support Services-TRIO (SSS) program provides tutoring assistance, academic advising, guidance on undergraduate research and study abroad opportunities, mentoring by upper-class students, a series of workshops, and cultural enrichment activities. The Project Assistant will have duties directly related to meeting grant program objectives.

Duties and Responsibilities

This position requires an organized individual who demonstrates initiative, excellent communication skills and possesses attention to detail. The Project Assistant experience will include direct responsibilities and active involvement in the delivery, documentation and support of programs and services. This assistantship opportunity will offer a graduate student outstanding hands-on experience in federal TRIO grant requirements, program recruitment, database management, as well as administrative skills.

Project Assistant responsibilities will include but are not limited to the following:

- Recruitment and outreach to eligible SSS participants
- Interviewing and Intake
- Database management and assists with preparation of various institution and federal reports

Qualifications

Must be willing and able to learn new technology and social media platforms. Must be a flexible self-starter and able to function in a fast-paced environment. Must be willing to work some hours during the evening and weekends. Must have a valid driver’s license.

Compensation will follow UNM Office of Graduate Studies guidelines.

How to Apply

To apply, please email CV/resume and cover letter to Dawn Blue Sky-Hill, Program Manager, Student Support Services-TRIO, d bluesky@unm.edu. Applications reviewed on Oct. 13, 2021.