



Global Education Office

**Project Assistantship Opportunity
Education Abroad: Inbound Student Exchange**

The UNM Global Education Office is offering a Project Assistantship, focused on its Education Abroad division to actively promote inbound student exchange, to an enthusiastic and motivated graduate student in a related academic discipline. Under direct supervision, the Project Assistant will serve as the primary Education Abroad (EA) contact for inbound exchange programs. Duties and responsibilities include: review of all inbound exchange nominations/applications; provide excellent service to exchange students; coordinate web-based materials for nominations/application deadlines and UNM's profile (develop and standardize a per-semester sequence of materials to support communication with partners); ensure that websites for exchange partners and students are up-to-date and that duplicate information on the EA website matches the ISSS website; use exchange@unm.edu for all inbound inquiries; trouble-shoot application issues; send UNM view book to exchange partners; ensure partner email and regular mail contact information is up-to-date; and document policies and procedures.

Additionally, the Project Assistant will work with the EA Director to support exchange balances for all exchange programs and streamline the process for renewing exchange agreements. The Project Assistant will also support exchange student orientations, check-ins, and distribute lists of students to academic advisors.

Competitive candidates will have experience working in an international and/or higher education environment and will possess excellent oral and written communication skills.

- Assistantship Term: Fall 2018 and Spring/Summer 2019 with possibility of extension.
- Minimum of 20 hours per week and up to 30 per week during the semester and 40 per week during the winter and summer breaks.
- Benefits: 6 credit hours of tuition waiver for Spring semester; 3 credit hours of tuition waiver for Summer semester
- Provision of student health insurance for duration of contract
- Hourly rate: \$11.50 per hour

To Apply: Please email a cover letter and resume detailing how your qualifications are responsive to the duties and responsibilities of this assistantship by October 21, 2018 to: Annette Mares Duran, UNM Global Education Office, Education Abroad: amares2@unm.edu.