Alternative-Academic Career Consultant

Position Summary

An Alternative-Academic Career Consultant is a graduate student employed as a GA, with health benefits and up to 6 credits of tuition waiver (standard tuition only; no differentials; no fees) by the University of New Mexico’s Center for Teaching and Learning (CTL). The Alternative-Academic Career Consultant holds a prestigious leadership and employment position that requires significant research, training, and dedication. An Alternative-Academic Career Consultant works closely with Graduate Resource Center and CTL staff to support the career preparation programming and consultation services offered to UNM graduate students.

In collaboration with the Student Success Supervisor of the Graduate Resource Center (GRC), an Alternative-Academic Career Consultant performs the following responsibilities:

· Provide career consultations to students from a variety of disciplines
· Research current job market trends, graduate student preparedness, CV/resume and letter standards, and alternative-academic resources
· Contribute to the GRC peer education services, participating in creating and implementing a vision for the program
· Work with full-time staff members on assignments and projects as needed
· Assist staff with data analysis and reporting
· Present to student groups, organizations, and classes on GRC alternative-academic career planning services and provide workshops in selected topics
· Meet with representatives from UNM departments and programs to create and maintain links between GRC and other units
· Assist with creation of outreach materials in a variety of media for GRC
· Disseminate accurate information to students regarding services and programs offered by GRC
· Use a range of digital resources including computers, tablets, and social media platforms to enhance graduate student career preparation at the University of New Mexico

Requirements for Consideration

· Be an advanced PhD student in good academic standing, enrolled in a minimum of 6 credit hours in a post-baccalaureate program at the University of New Mexico
· Be available to work during Fall 2021 (August – December) and Spring 2022 (January – May)
· Be available to work 10 hours a week during the Fall and Spring semesters
· Be available for occasional evening and weekend hours
· Attendance at Friday training meetings from 3-5pm during the semester

Preferred Qualifications

· Scholarly background and professional goals in alignment with the position
· Experience with research and assessment of career paths
· Ability to coach others in alternative-academic career planning
· Excellent oral, written, electronic, interpersonal communication skills
· High level of professionalism
- Demonstrated leadership skills, initiative, ability to work independently, and enthusiasm for learning
- Ability to work collaboratively and cooperatively with a diverse team of peers and professionals
- Ability to communicate with and value people with diverse academic skills, cultural backgrounds, disciplines, and approaches to learning
- Proficient in Microsoft Office—Word, Excel, and PowerPoint
- Ability to work in digital environments, including but not limited to social media platforms, multimedia creation software (such as Canva or Illustrator), learning management systems (such as UNM Learn), communication tools (such as Zoom), etc

Please visit https://ctl.unm.edu/employment/opportunities/job-postings.php to apply.