Seeking a Graduate Assistant (Spring 2022)

The UNM Alumni Association is currently hiring a graduate student for a Project Assistant in the Spring 2022 semester. The Graduate Assistant position is for 20-hours a week. The qualified applicant will receive compensation of $18.50/hr. in accordance with Graduate Studies policies and practices.

Duties and Responsibilities

The Alumni Office is building a Lobo Career Network for students and alumni. A project assistant is needed to support the design and implementation of the program. This will include, but not limited to:
- planning and execution of the program with students and alumni
- designing the components needed on the website and coordinating its implementation with the website design and maintenance teams.

The initiatives that require support with:
- coordinating career opportunity programs by the alumni community and campus partners in UNM’s Schools and Colleges
- may involve meetings, reporting outcomes, coordination with Alumni Relations staff
- other duties may be assigned as program develops

How to Apply:

If you are interested, please email a letter of interest and a current resume to Caycie Crepeau with the subject line “Project Assistant” to cayciem@unm.edu. You may request additional information via email as well.

THIS POSITION IS OPEN UNTIL FILLED. INTERVIEW CALLS WILL BEGIN MID DECEMBER.