<table>
<thead>
<tr>
<th><strong>Assistantship Type:</strong></th>
<th>Digital Instruction Graduate Assistant</th>
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<tr>
<td><strong>Department:</strong></td>
<td>Center for Teaching and Learning</td>
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<tr>
<td><strong>Pay Rate:</strong></td>
<td>Pre Masters: Up to $684.93 per month</td>
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<td>Post Masters: Up to $753.48 per month</td>
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<td><strong>Tuition Award:</strong></td>
<td>This position provides tuition support for up to 6 credit hours including differential and mandatory fees.</td>
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<td><strong>Benefit Eligibility:</strong></td>
<td>Graduate students who hold an assistantship appointment of 0.25 FTE or greater for at least half of a semester (8 weeks) are eligible for 100% coverage of the health insurance premium by the University under the graduate student health care plan on a semester-by-semester basis.</td>
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<td><strong>Anticipated Term:</strong></td>
<td>Spring 2024 with potential to continue into subsequent semesters.</td>
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<td><strong>Appointment Percent:</strong></td>
<td>.25%</td>
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<td><strong>Application Deadline:</strong></td>
<td>The preferred deadline for this application is December 2, 2023.</td>
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<td><strong>Position Summary:</strong></td>
<td>Digital Learning at The Center for Teaching and Learning seeks a graduate student with the desire and ability to assist in the support of online course development and in the support of faculty incorporating digital pedagogies in their courses. The successful candidate will provide a range of technical and operational support for the development and revision of online courses in Canvas. The anticipated work schedule is 10 hours per week. Position entails hybrid schedule and some on-campus work may be required. Times and dates of on-campus work will be communicated ahead of time and CTL will work with potential candidates to accommodate schedules. You will meet with supervisor to build schedule. The position requires knowledge and some experience in either instructional design or distance education, web page creation and/or course development.</td>
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| **DUTIES AND RESPONSIBILITIES:** | • Collaborate with CTL Instructional Designers to complete online course development and revision tasks  
• Collect and synthesize current research on online teaching and learning  
• Support, in a variety of ways, CTL programming offerings such as webinars, open lab or the Spring Teaching conference |
Qualifications

- Scholarly background and professional goals in alignment with the position
- 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
- Proficient in use of Canvas LMS or other LMS

Additional information regarding this position:
- The successful candidate will need to have access to reliable internet.

To be employed as a graduate assistant; the selected candidate must meet the following criteria:

- Formally admitted to a graduate program at the University of New Mexico.
- A graduate student in good standing as determined in the sole discretion of UNM administration.
- For Fall and Spring semester, maintain enrollment at the University of New Mexico for a minimum of 6 hours of course work, thesis, or dissertation hours that count toward the graduate degree.
- A 3.0 grade point average in graduate coursework each semester.
- Within the time limit, as specified in the UNM Graduate Catalog, for completion of the degree sought.

Application Instructions:

To be considered for this opportunity, candidates must complete this application [https://forms.unm.edu/forms/2024_digital_instruction_graduate_assistant_application_cdl](https://forms.unm.edu/forms/2024_digital_instruction_graduate_assistant_application_cdl).

You’ll be asked to include the following with the application:

1. Applicant information
2. Contact information for three references
3. Unofficial transcripts for all academic institutions
4. A cover letter: Please attach a cover letter stating your interest in becoming a CTL Graduate Assistant. The letter of interest should address applicant qualifications in response to the position as described.
5. Your resume/CV

Assistantship holders are represented by United Electrical, Radio and Machine Workers of America (UE).