Project Assistant (PA) - Faculty Mentoring Program Coordinator

Faculty Mentoring Program: Mentoring is a crucial part of personal and professional development in practically any environment, including higher education. UNM prioritizes graduate-degree attainment and programming by preparing graduate students for the workforce, in and outside of academia. Our approach focuses on dynamic mentoring as a foundational aspect of improving educational access, academic experience, and making graduation a reality for first-generation and underrepresented graduate students. The Faculty Mentoring Program (FMP) was launched in Spring 2022 and introduced a model of Group Mentoring that assigns one faculty member to 4-5 graduate students. These mentoring groups meet independently throughout the semester for culturally relevant mentoring, extracurricular guidance on navigating graduate school, and to establish networks of faculty support outside of the students’ home departments.

Job Description: The PA Coordinator will work collaboratively with the Graduate Program Coordinator and Associate Dean of Graduate Studies to directly assess and evaluate programmatic processes and assist in making changes, as needed, to promote the success of the Faculty Mentoring Program. The PA Coordinator should have enthusiasm for mentoring, good communication and organizational skills, and effectively communicate program goals.

Time Commitment and Rate: 0.25FTE; 10 hrs/wk; Pre-Master $17.80/hr, Post-Master $19.58/hr

PA Responsibilities:

1) Assist in maintaining/updating the website, application, and other material as necessary. FMP maintains a shared drive of materials.

2) Help identify faculty mentors and build faculty profiles.

3) Participate in student application review process.

4) Help coordinate FMP workshops, events and activities with PNMGC and possibly other institutional organizations, as needed. This may include helping reserve Graduate Commons area for meetings and ordering food.

5) Send out program evaluations and compile results to help identify the strengths and weaknesses of the program. PA will have access to FMP-specific email address and shared OneDrive.

Please send your cover letter and resume/cv to Margaret Gonzales at margo@unm.edu by 5:00 pm February 9, 2024.