**Assistantship Type:** Project Assistantship  
**Department:** Global Education Office  
**Pay Rate:** $18-20 per hour depending on experience  
**Tuition Award:** 6 credit hours fall and spring semesters only  
**Benefit Eligibility:** 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.

**Anticipated Term:** Fall 2023 – Spring 2024  
**Appointment Percent:** 50%  
**Application Deadline:** August 25, 2023  

**Position Summary:** The UNM Global Education Office (GEO) is accepting applications for a 20-hour per week Project Assistant to assist with technology initiatives. Working with the ISSS Director for International Student and Scholar Services on projects that impact the Global Education Office (GEO) the PA will provide support in investigating current database functionality, assisting with implementation of enhancements in database usage, mapping business processes, developing best practices and assisting with trouble-shooting technical issues related to GEO databases.

**DUTIES AND RESPONSIBILITIES:**  
- Studying technical documentation for current software and independently learning software applications in use by GEO  
- Creating a project plan and timeline for all identified projects based on meetings with GEO staff  
- Assisting staff in exploring and understanding features of current software applications and how enhancements can be implemented through reading documentation and communicating with others in and outside the organization  
- Provide training for student and professional staff on technical applications

**Qualifications:**  
- Full-time graduate student at UNM for Academic year 2023-2024  
- Academic, professional, and/or other relevant experience related to information systems, software functionality and business processes  
- Experience with one or more database systems used in a business setting  
- Excellent communication skills  
- Excellent knowledge of Microsoft office products and other documentation software
• Self-starter with excellent organizational skills and the ability to work and learn independently

Preferences:
• Knowledge of needs and issues relating to international students and scholars in higher education
• Knowledge of applications in use in higher education institutions in the US (Onbase, Banner, ISSM, etc.)

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:  
Submit:
• Letter of intent that addresses abovementioned requirements and preferences
• Resume/CV
• Contact information for three (3) references

To:
Linda Melville, lmelvill@unm.edu  
Director for International Student and Scholar Services, Global Education Office MSC06 3850, 2120 Mesa Vista Hall  
University of New Mexico Albuquerque, NM 87131

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