Benefits & Employee Wellness

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: 10/2/2023

Position Summary: Benefits & Employee Wellness is seeking a part-time Project Assistant (PA) to assist with the Employee Wellness department. This temporary, part time assistant will provide support by coordinating with the Supervisor and Health Education Consultants to assist with the success of assigned projects and deliverables set forth within the program.

Qualifications:

- Graduate student who has demonstrated project management experience
- Be highly self-motivated to complete projects by deadlines
- Has excellent communication and organizational skills
- High level of computer skills are required

Brief Description of Duties:

Under limited supervision, develops and implements various projects and/or programs within a specific Human Resources unit.

Responsibilities:

- Assists in the planning and implementation of various projects and programming within a specific HR unit.
- Designs, coordinates, and implements University-wide programs.
- Creates and contributes content for HR communications.
- Attends team meetings and collaborates with campus constituents.
• 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.

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

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: For best consideration, respond by September 15, 2023.

• Include a resume or CV and cover letter.
• Please include phone number and e-mail contact information.
• Submit applications and/or request more information about this position to Tracey Briggs, via e-mail: trbriggs@unm.edu