CALL FOR APPLICATIONS
PROJECT ASSISTANTSHIP WITH THE GLOBAL EDUCATION OFFICE
BEST CONSIDERATION DATE FOR APPLICATIONS IS JUNE 10, 2022

The UNM Global Education Office (GEO) is accepting applications for a 20-hour per week Project Assistantship for Data Management and ISSS Processing beginning in Summer 2022 and continuing through the 2022 - 2023 academic year (contingent upon satisfactory performance). The assistantship is paid on a bi-weekly basis starting at $14-15 per hour (depending on experience) and includes health insurance and a 6 credit-hour tuition waiver during fall and spring semesters (6-hour tuition waiver begins in Fall 2022).

Description:
Working with the International Student and Scholar Services Unit in the Global Education Office (GEO), this Project Assistantship (PA) position is responsible for coordinating data management, student and scholar application and inbound processing, records management to assist in compliance with government regulations, editing web and other informational materials and training student workers to assist with ISSS record-keeping requirements. The PA will be responsible for learning record-keeping systems, evaluating business processes, communicating with inbound students, developing materials and training student hourly staff.

Duties and Responsibilities:
• Manage International Inbound Exchange Process: Review inbound exchange nomination/application materials, admit students in non-degree status, communicate with inbound students and partners, develop, update and send inbound materials and web information, order exchange transcripts, communicate with the Education Abroad unit of GEO regarding inbound exchange issues
• Assist with Inbound Research Scholar processing: Review department application materials, create relevant UNM records, communicate with inbound scholars and departments
• Assist with management of student and scholar intake
• Assist with data management projects: record creation, updating, archiving, reporting
• Train and coordinate with other GEO student employees

Requirements:
• Full-time graduate student at UNM (must be able to commit to at least one year in the position)
• Academic, professional, and/or other relevant experience related to data management, database systems and managing business processes
• Excellent written and oral communication skills
• Comfortable with all MS Office applications
• Demonstrated ability to work independently on projects in a proactive manner
• Enthusiasm and Energy for rethinking business process to serve customers

Preferences:
• Knowledge of needs and issues relating to international students and scholars in higher education
• Communication and website experience
• Fluent in one or more languages
• Expecting to continue study through May 2024

Application Materials:
• Letter of intent that addresses abovementioned requirements and preferences as well as personal vision for achieving activities outlined in description
• Resume/CV
• Contact information for three references

Submit All Application Materials via email by the Best Consideration Date to:
Melissa Aragon, melissaaragon@unm.edu
International Education Advisor, Senior