UNM’s Anderson School of Management Professional Communication and Assessment Graduate Assistant

Anderson School of Management is seeking applications from current UNM doctoral students for a Professional Communication and Assessment GA to start in July or August 2020 for the 2020-21 academic year. The Professional Communication & Assessment GA works closely with Anderson undergraduate and graduate students, faculty, and staff to support and strengthen the teaching, learning, and assessment of professional communication in Anderson. Assessment related support includes completing assessment of student writing and oral assignments, providing support to students to improve their writing, public speaking, and professional communication skills both through group and one-on-one tutoring and workshops, working with Anderson Assessment of Learning (AOL) Coordinators and faculty to improve programmatic writing and oral communication outcomes based on assessment results, and assisting in the management of assessment data. The position is a .50 - .75 FTE (20-30 hours per week) appointment, depending on availability and qualifications and reports to the Anderson Associate Dean for Student Success.

Primary Responsibilities:

- Conduct in-depth professional communication workshops for incoming and continuing MBA students at the beginning of the fall and spring semesters;
- Hold in-person and virtual meetings, both in a scheduled and open office hour format, during which Anderson undergraduate and graduate students can receive assistance in writing, oral communication and other related topics and assignments;
- Work with Anderson’s AOL Coordinators to help manage and provide support for the development and implementation of course goals/objectives related to professional communication, and provide qualitative and quantitative analysis and results on all professional communication assessment activities;
- Work with the AOL Coordinators to coordinate assessment activities, including assisting with knowledge exams, entering/managing assessment data, and assisting with assessment reporting;
- Work with Anderson Faculty to develop effective writing pedagogies and deliver in-class professional communication lessons/workshops, as requested.

Minimum Qualifications:

- UNM doctoral student in Communication, English, Education, Social Science or related discipline;
- Strong written and verbal communication skills, as evidenced by application and interview;
- Ability to work with Anderson students, faculty, and administration to enhance professional communication for undergraduate and graduate students; and,
- Experience with basic data entry and data management via Excel or similar software.

Preferred Qualifications:

- Doctoral candidate (coursework completed)
- Experience teaching technical/professional writing, public speaking or related topics
- Availability to serve as Professional Communication & Assessment GA for 2 or more years
• Experience and/or research interests in one or more of the following areas:
  o technical/professional writing and communication
  o second-language writing and communication
  o professional communication across the business curriculum and in the disciplines
  o writing and oral communication peer tutoring
  o professional communication program administration
  o rubric-based assessment
  o understanding of programmatic curricular assessment concepts
  o quantitative analysis of professional communication or related topics
  o using assessment data to identify and implement programmatic and instructional improvements

Applicant Instructions:

• Please send a current resume/CV, cover letter and list of 3-5 professional references to: mchale@unm.edu.
• The position will be open until filled, but applications are strongly encouraged by the best consideration deadline of Sunday, July 5, 2020.