Institute for American Indian Education Graduate Assistant: AY 2022-23

The Institute for American Indian Education (IAIE) is seeking a Graduate Assistant (GA) for the Fall 2022 and Spring 2023 semesters. The mission of the Institute for American Indian Education at UNM is to support community intergenerational well-being and educational outcomes of Indigenous Peoples by cultivating professionals through community engagement and collaborative partnerships.

The IAIE GA will work 10 hours a week for IAIE at .25 FTE percent appointment with a possible extension into the 2023 summer session. Salary depends on classification (Post-Master Level and pursuing doctoral degree) and includes a tuition waiver up to 6 hours and health insurance. The work for this position can be done remotely with expectation to meet with IAIE Director and/or IAIE Project Coordinator for on-campus and off-campus community events and virtual and/or in-person meetings on a bi-weekly basis. The GA duties include working with the IAIE director in planning, publicizing, researching, and coordinating IAIE events and activities in AY 2022-23 and summer session. The GA will also assist the IAIE director and project coordinator in maintaining a database of IAIE materials. The GA will also compile a list of Indigenous-centered culturally sustaining curriculum projects at the international, national, and state/tribal nation levels and create a list of key consultants with expertise in Indigenous-centered pedagogy and curriculum in the state. Work can be done remotely but the student must be within state residency.

Start date: September 19, 2022

Eligibility: Graduate students (Post-Master Level and pursuing doctoral degree) who have demonstrated interest and experience in working with Indigenous Nations and communities in New Mexico. Organizational skills are required including advanced computer skills and knowledge of computer programs for designing flyers, social media announcements, and data retrieval charts. Strong communication and interpersonal skills are required for working with Indigenous Peoples and community leaders, IAIE director, and IAIE program coordinator. Graduate students who are currently or will be enrolled for a minimum of six hours in their program of studies toward completion of a Ph.D., have a 3.0 GPA, and be within the time limit for degree completion are encouraged to apply.

How to apply: Applicants should submit a letter of interest, 2- to 3-page CV and two references (names and contact information – email and phone) to Glenabah Martinez, Director of IAIE: glenie@unm.edu. The due date for complete applications is September 9, 2022. The letter of interest should convey applicant’s interest in working with the Institute for American Indian Education, prior experience in working with Indigenous Nations and communities, demonstrated experience of computer skills, knowledge of computer programs, organizational skills, and interpersonal skills in working with Indigenous Peoples and Nations in New Mexico. Preference will be given for applicants who have experience in and knowledge of Indian education (K-12 and higher education).

Applications are due on September 9, 2022 by 5 p.m.

Submit applications to Professor Glenabah Martinez: glenie@unm.edu