CALL FOR APPLICATIONS
PROJECT ASSISTANTSHIP WITH THE GLOBAL EDUCATION OFFICE
BEST CONSIDERATION DATE FOR APPLICATIONS IS DECEMBER 1ST, 2022

The UNM Global Education Office (GEO) is accepting applications for a 20-hour per week Project Assistantship for Community Outreach beginning in January and continuing through the 2023-2024 academic year (contingent upon satisfactory performance). The assistantship is paid on a bi-weekly basis starting at $15.00 per hour and includes health insurance and a 6 credit-hour tuition waiver during fall and spring semesters (6-hour tuition waiver begins in Spring 2023).

Description:
Working with the GEO Director for International Student and Scholar Services team and one of the Senior International Student Advisors, this Project Assistantship position is responsible for coordinating all aspects of two student programs (International Service Corps and the Lobo Friend buddy/mentoring program) to help international students integrate with US students and the Albuquerque community. Specific responsibilities include:

International Service Corps: recruiting international student volunteers by creating advertisements and promoting the program at GEO International Student Orientations, contacting potential community partners for volunteer opportunities, coordinating and overseeing volunteer activities, tracking student volunteer hours, and developing incentives for volunteers (certificates, appreciation dinner, etc.)

Lobo Friend Buddy Program: recruiting mentors and mentees each semester, matching international and domestic students as Lobo Friends, planning and budgeting for events, developing incentives for mentors.

The International Service Corps program, in a typical semester has 25 students, and the Lobo Friend program has 75-200 students (including mentors and mentees).

Requirements:
• Full-time graduate student at UNM for spring and the upcoming academic year (expecting to continue study through at least May 2024)
• Academic, professional, and/or other relevant experience related to international students and scholars, non-native speakers of English, and communication to these populations
• Excellent communication skills
• Experience with advertising, organizing and planning events including use of Social Media to advertise and organize groups of students
• Demonstrated ability to work independently on projects in a proactive manner
• Enthusiasm and Energy for planning and implementing student programs
• NM Driver’s License

Preferences:
• Knowledge of needs and issues relating to international students and scholars in higher education
• Experience coordinating service-learning and community outreach projects
• Fluent in one or more languages

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
Senior International Advisor, International Student and Scholar Services