The College of Education & Human Sciences’ (COEHS) POLLEN Program is seeking highly motivated graduate student to work as part of our grant that entails working under the Recruiting and Retaining High Quality Teachers and Administrators for Native American Communities by the NM Public Education Department (NMPED). The qualified applicant will receive compensation of $22.13/hr for a contract of 25% FTE (10 hours) for 12 months contract and tuition coverage (Fall 2022, Spring 2023, Summer 2023 - Program is state funded until June 30, 2023).

The Graduate Assistant’s primary responsibility is to assist in the administration and coordination of various functions such as the teacher orientation programs, Native school visitations, data collection, project management, event planning, research or literature reviews, professional development workshops. Tasks may include, but are not limited to, coordinating meetings and scheduling calls; assisting EDLEAD staff with various duties such as processing hiring paperwork, data entry, online research assistance, and performing administrative duties as assigned. The Graduate Assistant will report to the POLLEN Program Coordinator and may work in close collaboration with other EDLEAD Program faculty.

**ESSENTIAL FUNCTION/RESPONSIBILITIES**

- Collaborate with POLLEN and UNM COEHS EDLEAD staff to assist POLLEN students with application paperwork from Office of Graduate Studies.
- Knowledge of assisting instructors with CANVAS course materials and literature reviews.
- Culminate POLLEN data from the last 6 cohorts to prepare for summative evaluation.
- Assist instructors with on campus course meetings once a month on Saturdays that will include POLLEN based activities
- Conducts online research for various projects (e.g. gathering contact information, collecting organizational data from other webpages).
- Provides assistance with special projects such as assembling materials, printing/mailings, designing flyers, and/or assisting with meeting logistics as designated by supervisor.
- Assists with data entry and pulling reports from various databases (e.g. Excel, Banner, CANVAS).
- Other duties within these areas may be assigned as needed.

**Preferred Qualifications**

- Excellent self-motivated, inter-personal, organizational, collaborative skills
- Ability to consistently maintain deadline, take directions, and communicate within a team in timely manner
- Friendly attitude and ability to interact with multiple people easily
- Extensive knowledge of Native American schools, communities, and leadership attributes.
- Knowledge of NM school systems including Bureau of Indian Education, Charter, and public schools.

If interested, please submit your cover letter and resume/CV to Dr. Shawn Secatero at ssecater@unm.edu by August 15, 2022.