GVP – North Campus GA

Job Description

10-15 hours/week

This position will work with the Office on Violence Against Women Campus Grant, which supports a campus wide initiative focused on reducing sexual assault, domestic and dating violence, and stalking (DVSAS) on UNM’s campus. This position will work with the North Campus working group, which includes our law school and health sciences campus. With the support of the grant Project Coordinator and working group, this position will focus on creating community and participation in grant initiatives on North Campus. Other duties may include: creating and delivering presentations, meeting with North Campus student groups, and other clerical and programmatic duties as necessary. This position has potential for multi-semester/long-term employment.

The GA will work with the team’s Co-Chairs to help organize and schedule agenda items for monthly meetings, take minutes, help edit written and electronic materials. The GA will be building community with both departmental, on-campus units, as well community organizations.

Required Skills

• An interest in sexual violence prevention and intervention work
• Strong organizational and notetaking habits
• Ability to maintain and oversee a large calendar of meetings and events
• Strong interpersonal communication skills
• Clear and professional communication habits
• Flexible availability

Preferred Skills

• Program management/development skills
• Academic research focus on or professional work experience with sexual violence issues

Application Instructions

Please email a current resume and cover letter to women@unm.edu to apply.