

Assistantship Type:	Project Assistant (PA)
Department:	Student Activities Center
Pay Rate:	Pre Masters: \$21.14 per hour Post Masters: \$23.25 per hour Salary is paid out bi-weekly based on total weeks of contract, for more information see: https://oap.unm.edu/graduate-student%20assistantships/compensation/fall-2024-and-spring-2025-rates.html
Tuition Award:	This position provides tuition support for up to 6 credit hours for the spring term (standard tuition only; no differentials; no fees)
Benefit Eligibility:	Graduate students who hold an assistantship appointment of 0.25 FTE or greater for at least half of a semester (8 weeks) are eligible for 100% coverage of the health insurance premium by the University under the graduate student health care plan on a semester-by-semester basis.
Anticipated Term:	Spring 2025
Appointment Percent:	50%
Application Deadline:	The preferred deadline for the application is November 7, 2024
Position Summary:	<p>The Student Activities Center (SAC) seeks a project assistant to contribute to SAC's role as the base for student involvement and campus activities. This position will support SAC staff in the execution of campus events and partner with the Graduate and Professional Student Association (GPSA) to create and deliver graduate student-based programs both on main and north campus.</p> <p>SAC provides engagement opportunities in student organizations (325+), student government (undergraduate and graduate), fraternities and sororities, and events including concerts, speakers, film festivals, craft fairs, community service projects, cultural events, and much more.</p> <p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Support the SAC Advisors in facilitating ASUNM Student Service Agency (https://asunm.unm.edu/agencies/) activities and programs • Support the SAC Specialist in creating and delivering officer trainings for student organization leaders • Assist in the delivery of leadership programming for students • Provide support and guidance at student events around campus • Work to create and deliver student programs directed at graduate and professional students on both main and north campus

Qualifications:

- Full-time graduate student at UNM through May 2025 (may continue beyond if funding is renewed)
- Academic, professional, and/or other relevant experience related to student development theories, student leadership, and culturally responsive practices
- Experience with event management including logistical concerns, event staff, budgeting, promotion, and vendor relationships
- Ability to work independently and collaboratively as part of a diverse team of student affairs practitioners and campus partners
- Ability to communicate effectively and professionally
- Interest in pursuing a career in student affairs preferred
- Available to work in the office with a reliable schedule
- Available to work on weekends and evenings occasionally

To be employed as a project assistant; the selected candidate must meet the following criteria:

- Formally admitted to a graduate program at the University of New Mexico.
- A graduate student in good standing as determined in the sole discretion of UNM administration.
- For Spring semester, maintain enrollment at the University of New Mexico for a minimum of 6 hours of course work, thesis, or dissertation hours that count toward the graduate degree.
- A 3.0 grade point average in graduate coursework each semester.
- Within the time limit, as specified in the UNM Graduate Catalog, for completion of the degree sought.

Application Instructions:

To be considered for this opportunity, applicants must submit:

- Cover letter addressing the requirements of the position and goals for achieving the activities outlined in the description
- Resume/CV

Submit materials and complete an application on the Student Activities Center website: <http://sac.unm.edu>

For questions:

Ryan Lindquist, depar@unm.edu

Director, Student Activities Center

Assistantship holders are represented by United Electrical, Radio and Machine Workers of America (UE).