

The LoboRESPECT Advocacy Center is seeking applications from Masters and Doctoral level students for a Graduate Project and Marketing Assistant to start in August 2021 for the 2021-22 academic year. The successful candidate will assist the LoboRESPECT Advocacy Center (LRAC) team in performing intake for matters involving University withdrawal, faculty communication, navigation of university support services and general advocacy. The Graduate Project and Marketing Assistant will work closely with LRAC staff on assignments relating to mandatory student sexual assault prevention training, Lobo Food Pantry and Advocacy Center services available to students at the University of New Mexico. The successful candidate will facilitate marketing efforts, , program assessment and training. The position is .5 FTE Graduate Project Assistant working 20 hours /week depending on availability and qualifications and reports to the Director of the LoboRESPECT Advocacy Center.

#### Compensation:

- Base GA salary of \$14K ,
- Tuition Waivers totaling \$7092 (\$3,546/semester),
- Fringe benefits and \$2,908. The University of New Mexico provides full payment of the assistantship recipient's insurance coverage premium, on a semester-by-semester basis, for this .5 fte position
- Project Assistant (PA): performs work required by a research grant, contract or special project that is not necessarily directly related to degree requirements. Employment associated with administrative/office support should not be classified as a project assistantship.
- Semi-Private/Shared workspace and personal computer in Office or remote to reflect COVID-19 work conditions.

#### Duties Include:

- Develop and Facilitate most Marketing and Social Media efforts to promote LRAC programs to UNM students and community members.
- Assist with Program Assessment for UNM's mandatory "Grey Area" sexual misconduct prevention program.
- Assist with facilitation of campus wide mandatory training related to UNM's mandatory "Grey Area" sexual misconduct prevention program and other prevention programs
- Facilitation of intake and assistance performing administrative duties at the LoboRESPECT Advocacy Center
- Other duties as assigned

### Minimum Qualifications:

- UNM Masters student in Business Administration, Educational Leadership, Women Gender and Sexuality studies, Public Health or Educational Psychology.
- Strong written and verbal communication skills, as evidenced by application and interview;
- Ability to work with students, faculty, and administration to enhance communication, Marketing and services for students
- Experience with basic data entry and data management via Excel or similar software.

### Preferred Qualifications:

- Experience working with College Student programs as a professional or undergraduate student
- Experience working with clients or students on complex matters including sexual misconduct, or other advocacy related matters
- Availability to serve as the Graduate Project and Marketing Assistant GA for 2 or more years
- Experience and/or research interests in one or more of the following areas:
  - Student Success and retention
  - Counseling or Advocacy
  - Prevention and other Public health concerns
  - Marketing and strategic communication
  - understanding of programmatic curricular assessment concepts
  - using assessment data to identify and implement programmatic and instructional improvements

### Applicant Instructions:

- Please send a current resume/CV, cover letter and list of 3-5 professional references to: (Lisa Lindquist) [ldelgado@unm.edu](mailto:ldelgado@unm.edu) with subject “LRAC Graduate Assistantship.”
- The position will be open until filled, but applications are strongly encouraged by the best consideration deadline of Sunday, July 20, 2021.