

NMSU Center of Innovation for Behavioral Health and Wellbeing Graduate Assistantship Information

Graduate Assistantships are available at the Center of Innovation (COI). A description of job responsibilities and expectations, as well as employment eligibility requirements, is outlined below.

Job Summary:

Graduate students with interests in public service work, including social work, counseling, or public health, will find a Graduate Assistant position with the COI to be an exciting employment opportunity. Graduate Assistants will have the opportunity to gain insight into the child-serving system of care in New Mexico and amass valuable experience working with grant-funded programs such as Youth and Family Advocacy, Infant Mental Health, Suicide Prevention, Evidence Based Practices in Mental Health, and more. Students from departments such as the School of Social Work, Department of Public Health Sciences, Counseling, Family and Consumer Sciences, Sociology, Communications, Business, Education, and others may benefit from an assistantship at the COI. 15-hour and 20-hour graduate assistantships are available with remote, in-person, or hybrid work arrangement options.

Responsibilities Include:

- Support program goals by collaborating with staff, statewide partners and stakeholders.
- Support the planning and preparations for annual Children’s Law Institute Conferences. Able to work as a team collaboratively and meet task deadlines.
- Facilitate meetings and communication including digital communication, scheduling, and notetaking.
- Working on projects that include document formatting, creation and distribution of Continuing Education Certificates (CEUs), evaluation data compilation, and collaborative content creation for curriculums.
- Completing projects by set deadlines, communicate regularly with project leads, and other duties as assigned.
- Moderating public trainings on Zoom which includes, but is not limited to:
 - Sending meeting links to attendees in a timely manner, taking attendance during trainings, introducing participant expectations, helping participants troubleshoot technology issues, screensharing PowerPoint presentations for presenters, moderating the chat, sending evaluation links to participants, sending evaluation data to presenters, and completing post-event reports.

Knowledge and Skills:

- Proficient in all Microsoft Office programs including Outlook, Word, Excel, and PowerPoint.
- Proficient in navigating and operating video communication platforms, such as Zoom.
- Team-oriented, self-motivated, analytical, flexible, and open to exploring and developing new skillsets

Additional Desired Abilities:

- Knowledge or experience with navigation of eLearning platforms, event and workflow management software, and/or data analytics tools.
- Marketing communications skills or basic graphic design skills. Able to use applications such as Canva or Adobe.

Eligibility:

- Applicants must be admitted to the NMSU Graduate School.