

The background features a series of concentric circles in light gray, some solid and some dashed, creating a ripple effect. A large red callout box with a downward-pointing arrow is centered on the page.

# **Project Manager for DEI Programs**

**UNMJobs Req25287**

# Position Summary

**Keywords:** diversity, equity,  
inclusion, program management,  
executive team member

- The UNM Division for Equity and Inclusion (DEI), is seeking a motivated, dynamic, detail oriented individual to join the team as Project Manager. The successful candidate will coordinate, oversee and/or perform a wide variety of administrative activities on behalf of DEI and the Vice President for Equity and Inclusion (VPEI). Manages and executes administrative, project, and executive support activities associated with the Division for Equity and Inclusion at the University of New Mexico.
- Reporting directly to VPEI, serves as principle point of administrative contact and liaison with internal and external constituencies. Provides and/or oversees the provision of direct staff support to the VPEI. Provides specialist administrative services as appropriate in such areas as fiscal management; public/community relations; faculty, staff, or student affairs; general business administration; and/or development and relations, depending upon the functional area supported.

# Qualifications

See: <https://unm.csod.com/ux/ats/careersite/18/home/requisition/25287?c=unm>

## Minimum Qualifications:

- Bachelor's degree; at least 2 years of experience directly related to the duties and responsibilities specified.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

## Preferred Qualifications:

- MA or MS Degree
- Demonstrated experience with and commitment to justice, equity, accessibility, diversity and inclusion (JEADI) praxis, including anti-racist, anti-sexist, anti-ableist, anti-homophobic, and anti-transphobic practices.
- Willingness to engage in cultural humility and culturally sustaining practices at UNM as a minority serving institution, including respect for non-hierarchical leadership styles.
- Ability to coordinate, facilitate, and record large constituent meetings
- Ability and experience with planning, coordinating and executing special events; proven skills in planning, analyzing and coordinating complex activities and establishing priorities
- Demonstrated ability to work independently and proactively to manage and administer multiple projects
- Ability to work under pressure, apply critical thinking skills, and de-escalate difficult situations in a diplomatic manner
- Ability to communicate effectively and write clearly, succinctly and in a manner that appeals to a wide audience
- Experience maintaining and managing websites and/or social media platforms (e.g. Facebook, Instagram, etc.)
- Experience with UNM reporting systems including Banner, MyReports or Hyperion
- Familiarity or eagerness to learn, appreciate and adapt to UNM's academic environment and standard operating procedures
- Comfortable with accepting constructive criticism, direction and leadership from women of color and gender diverse individuals
- Flexibility and enthusiasm to fulfill a variety of roles, as needed to accomplish goals and objectives of DEI
- Plan, coordinate, and revise written communications, including material for publication in newsletters, newspapers, magazines, or websites.
- Help with editing process by fixing any grammatical, punctuation and spelling errors and ensuring that newsletters/articles/websites are written in accordance with the style guide, working closely with VPEI and DEI staff, suggesting changes to enhance newsletters'/articles'/websites' readability, conciseness and style.
- Experience working directly with people from diverse backgrounds
- Ability to flex communication style to multiple cultural environments
- Proven knowledge of executive level administrative principles and practices; experience working for an Executive Director
- Strong organizational and administrative skills managing multiple projects including managing calendars and scheduling meetings in Outlook
- Strong computer skills and familiarity with Microsoft applications, i.e., Excel, Word, Outlook, and PowerPoint

# Applicant Instructions

## To be considered, applicants must supply:

- 1. Cover letter - present a summary of relevant experience and why qualified for position, specifically addressing the minimum and preferred qualifications listed in the job ad.
- 2. Resume
- 3. Three supervisory references - only past/present supervisors who the hiring official can contact are acceptable.
- If selected for the position, must be able to supply official transcripts or proof of meeting minimum job requirements.
- Please apply by 31 May 2023 for best consideration.
- **For more information, see:**  
<https://unm.csod.com/ux/ats/careersite/18/home/requisition/25287?c=unm>
- **Contact:** Assata Zerai, Ph.D., [zerai@unm.edu](mailto:zerai@unm.edu)