

CREATIVE STARTUPS PROJECT ASSISTANT POSITION

GRADUATE STUDENTS ELIGIBLE TO APPLY

[Creative Startups](#), a fast-growing organization based in Albuquerque and Santa Fe, invites applications from graduate students interested in working with a leading startup accelerator.

We seek to hire a graduate student excited to join a global team building startup accelerators for creative entrepreneurs.

Responsibilities:

- Support marketing and social media activities
- Provide administrative support
- Assist team in delivering regional educational programs for entrepreneurs

NECESSARY SKILLS:

- An interest in entrepreneurship.
- Strong written communication skills.
- Excellent organizational skills and ability to track and complete tasks.
- Familiarity with Google Drive, Dropbox, Microsoft/Mac office suite
- Familiarity with and active use of common social media platforms (Facebook, Twitter, Instagram, LinkedIn)

The Position:

- Begins January 15th 2018 and terminates May 11th 2018
- 10 hrs/wk (.25 FTE), but more hours may be considered. Does not cover classes and tuition, or health insurance

Enrollment Requirements:

Applicant must have been enrolled as a graduate student assistant or project assistant at UNM previously, and be registered for a minimum of 6 hours of graduate courses per semester (excluding summer) which count towards the graduate degree. For further information, please consult the Eligibility criteria section on the UNM Graduate Studies Assistantships website

The mission of Creative Startups is to accelerate the success of creative entrepreneurs.
www.creativestartups.org

To Apply

Send 1-page cover letter and resume to info@creativestartups.org by **January 5th, 2018**. Interviews to take place January 8th & 9th

Contact info@creativestartups.org for more information.