

CREATIVE STARTUPS PROJECT ASSISTANT POSITIONS

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 two graduate students – one Spanish speaker and one Arabic speaker.

The primary responsibilities of the internship include **translating written curriculum materials** from English to Spanish and English to Arabic.

Responsibilities:

- Translate written materials into Spanish or Arabic.
- Work with external reviewer to ensure accuracy and cultural relevance

Qualifications:

MUST:

Be fluent in Spanish (written and spoken)

Or

Be fluent in Arabic (written and spoken) ideally from a GCC country. Materials will be used primarily in Kuwait.

ADDITIONAL QUALIFICATIONS:

- 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

The Positions:

- Begins January 15th 2018 and terminates May 11th 2018
- Both positions are 10 hr/week (.25 FTE). 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.