How to Apply for UNM Student Jobs

1. Go to UNMJobs.unm.edu
   Click ‘Student Jobs’
   a.

2. Here you have the option of typing in a Keyword
   a. Example: if you are looking for an Orientation position, it would look like this:
   b. Click ‘Search’, it will narrow down the search to jobs that have “Orientation” in their title or are a similar type of job
c. Notice, you can add filters to your search on the left of the screen. It is important to pay attention to the Campus that is offering the job.

3. Or you can just search all of the jobs that are offered!

4. There are two types of student job options: **Work Study** and **Student Employment**
   a. If you do not have or do not qualify for Work Study apply for Student Employment positions
   b. To check the employment type, click on the job name in red and it will look like this (image below)

### Student Intermediate Level

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>req12077</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Working Title</strong></td>
<td>Office Assistant</td>
</tr>
<tr>
<td><strong>Pay</strong></td>
<td>$10.00 - $12.00 Hourly</td>
</tr>
<tr>
<td><strong>Campus</strong></td>
<td>Health Sciences Center (HSC) - Albuquerque, NM</td>
</tr>
<tr>
<td><strong>Department</strong></td>
<td>BSGP Operations (572B)</td>
</tr>
<tr>
<td><strong>Employment Type</strong></td>
<td>Student Employment</td>
</tr>
<tr>
<td><strong>Student Type</strong></td>
<td>Student Employment</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>Non-Exempt</td>
</tr>
<tr>
<td><strong>Background Check Required</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>For Best Consideration Date</strong></td>
<td>2/6/2020</td>
</tr>
</tbody>
</table>
c. Next to ‘Employment Type’ is where to check if it is Work Study or Student Employment. OR it will specify in the “Position Summary” what type of employee the department is looking for (image below)

**WE ARE ACCEPTING APPLICATIONS FOR THIS POSITION FROM ALL STUDENTS REGARDLESS OF WORK STUDY AWARD**

5. Position Summary is also where you can review the job details as well as qualifications
6. If this job interests you and you met the qualifications scroll down and click on, ‘Apply Now’

7. This box will pop up:

   ![Select one:
   - I am a current UNM Student
   - I have never worked at UNM
   - I am a current UNM Faculty or Staff, or a Retiree
   - I am a former UNM Faculty or Staff
   
   Close Continue]

   a. Select the option that applies to you
   b. After you click on an option click ‘Continue’
   c. You will be directed to ‘Sign In’
   d. If you already have a profile, go ahead and sign in

8. If you do not have a profile select “Create a new Profile” and enter all the required fields and click ‘Create Profile’
9. After you have created a profile, you will be able to return to the profile to view the status of the jobs you applied for. You may also upload your resume and cover letter to your profile to make applying to jobs in the future faster and easier.