

How to Apply for UNM Student Jobs

1. Go to [UNMJobs.unm.edu](https://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

Filters Reset

Date Posted ^

Within 30 days (1)

Anytime (4)

Type of Position ^

Student (4)

Salary Grade ^

02 (2)

03 (2)

Campus ^

Main - Albuquerque, NM (2)

Health Sciences Center (HSC) - Albuquerque, NM (1)

Taos (1)

4 Jobs Found

Student x

CASA Office Assistant
Ranchos De Taos, NM, United States
2/19/2020

Office Assistant
Albuquerque, NM, United States
1/29/2020

Orientation Leader- Returner
Albuquerque, NM, United States
1/7/2020

Orientation Leader
Albuquerque, NM, United States
1/7/2020

- 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

Requisition ID	req12077
Working Title	Office Assistant
Pay	\$10.00 - \$12.00 Hourly
Campus	Health Sciences Center (HSC) - Albuquerque, NM
Department	BSGP Operations (572B)
Employment Type	Student Employment
Student Type	Student Employment
Status	Non-Exempt
Background Check Required	No
For Best Consideration Date	2/8/2020

- 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

<p>Position Summary</p>	<p>**WE ARE ACCEPTING APPLICATIONS FOR THIS POSITION FROM ALL STUDENTS REGARDLESS OF WORK STUDY AWARD**</p> <p>The SOM Research Office and the SOM Research Education office are highly complex research & educational units under the Health Sciences Center School of Medicine that provides research, education and training opportunities for undergraduate, graduate, medical and post-doctoral learners. Under general supervision of the Operations Manager, the successful candidate will provide administrative support and customer service to students, faculty and staff. We will work around class schedules but are seeking candidates that can work at least 20 hours/week. The essential roles and responsibilities will include:</p> <ul style="list-style-type: none"> • Processing incoming and outgoing correspondence (phone, email, post) related to applications for admissions into various programs and student progress documents for current students. Maintaining accurate electronic and hard-copy files for all prospective and current students in terms of data entry, file organization and security. This requires professionalism and proficiency in database and spreadsheet software. • Providing day-to-day administrative support including ordering supplies, drafting memos and emails for distribution, and collating student data for reports and grant applications. Appropriate judgment will be exercised to determine when to forward information and questions to other BREP Staff. • Providing professional customer service by establishing and maintaining a general knowledge of all BREP program information, important deadlines, requirements, mileposts and general student issues in order to provide front-line support via BSGP email account, phone inquiries and walk-in student customers. • Interface with main campus departments, including Admissions, Graduate Studies, Registrar, Bursar, etc. by communicating, delivering and retrieving all necessary processes, student paperwork and documentation. Assist with the planning and implementation of special events, such as Orientations, Interview Visits, Receptions, etc. This includes set-up and breakdown of equipment, tables, etc. • Performing other duties and projects as assigned. • Must be able to maintain confidentiality in regards to student records and FERPA Guidelines. • Must be able to interact with Faculty, Staff and Students in professional and efficient manner. • Must be proficient in Microsoft Office Suite, especially Word, Excel and Access.
<p>Minimum Qualifications</p>	<p>Equivalencies not found for this position</p>
<p>Preferred Qualifications</p>	<p>Prior experience in customer service or professional office setting preferred.</p>
<p>Application Instructions</p>	<p>Resume and Cover letter</p>

6. If this job interests you and you met the qualifications scroll down and click on, 'Apply Now'

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

- 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'

Sign In

Email

Password

Sign In

[Forgot password?](#)

Don't have a profile? [Create a new Profile](#)

By signing in or creating a profile you agree to our [Terms of Service](#)

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9. After you have created a profile, you will be able to return to the profile to view that 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.

Create a Profile

All fields marked * are required.

- Passwords cannot have leading or trailing spaces
- Passwords cannot be the same as email.
- Passwords must contain both upper and lower case letters
- Passwords must contain alpha and numeric characters
- Passwords cannot have three or more consecutive same characters
- Passwords must contain at least one special character
- Passwords must be 8 - 20 characters

* First Name

* Last Name

* Email

* Confirm Email

* Phone

* Password

* Confirm password

I'm not a robot 
reCAPTCHA
Privacy · Terms

By creating a profile you agree to our [Terms of Service](#)

Create Profile

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