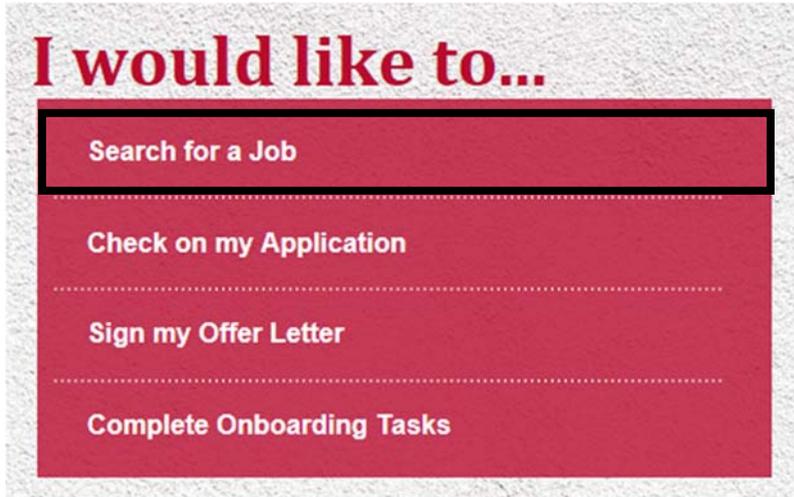


## How to Apply for UNM Student Jobs

1. Go to [UNMJobs.unm.edu](http://UNMJobs.unm.edu)  
Click 'Search for a Job'
  - a.



2. Select the type of employment you want
  - a. Click 'Student Jobs'



3. Here you have the option of selecting what Campus you want or type in a keyword
  - a. Example: if you are looking for an internship on UNM Main Campus it would look like this.

### Search for Student Jobs

Intern      Main - Albuquerque, NM            [Share Search](#)

- b. Click 'Search', it will narrow down the search to jobs that have "intern" in their title or are a similar type of job

Share Search

Job Title	Hiring Department	Date Posted	Applicant View Salary
<b>Accounting Intern</b> - ( req4012 )	Provost Office Staff (688A)	2/9/2018	\$10.00-\$12.00
<b>Admin Assistant</b> - ( req4054 )	Off Campus Work Study (454F)	2/15/2018	11.00
<b>Advertising Intern</b> - ( req4282 )	Student Publications (410A)	3/7/2018	\$8.50 per hr
<b>Advertising Intern</b> - ( req4284 )	Student Publications (410A)	3/7/2018	\$8.50 per hr
<b>College Team Intern</b> - ( req4239 )	Off Campus Work Study (454F)	3/12/2018	\$12.00
<b>Network Assistant</b> - ( req4457 )	IT Networks (320A)	3/28/2018	\$11.00
<b>Office Assistant</b> - ( req4423 )	Global Education Office (064A)	3/23/2018	\$8.50
<b>Outreach Administration Intern</b> - ( req4519 )	UNM Public Events (726A)	4/4/2018	10.00
<b>Sales Assistant</b> - ( req3295 )	Bookstore Main Campus (219A)	12/2/2017	\$8.50
<b>Software Development Assitant</b> - ( req4415 )	Global Education Office (064A)	3/23/2018	\$9.50 - \$12 DOE

(12 Results) 1 2 > >>

4. Or you can just search all of the jobs that are offered!
5. There are two types of student job options: **Work Study** and **Student Employment**
- If you do not have or do not qualify for Work Study apply for Student Employment positions
  - To check the employment type, click on the job name in red and it will look like this (image below)
  - Next to 'Employment Type' is where to check if it is Work Study or Student Employment

## Student Advanced Level

Requisition ID	req4012
Working Title	Accounting Intern
Pay	\$10.00-\$12.00 Hourly
Campus	Main - Albuquerque, NM
Department	Provost Office Staff (688A)
<b>Employment Type</b>	<b>Student Employment</b>
Student Type	Student Employment
Status	Non-Exempt
Background Check Required	No
For Best Consideration Date	3/2/2018

6. This is where you can review the position summary and qualifications

**Position Summary** Performs a variety of routine day-to-day operations related to ledger entries, account reconciliations, and other accounting and office duties.

**Duties and Responsibilities:**

1. Journal entry preparation and entry
2. Preparation of spreadsheets for financial analysis
3. Data entry into Banner
4. Running Queries for reports
5. Printing My reports and queries for reports
6. Ensures strict confidentiality of financial records, in compliance with federal and state privacy legislation
7. Follows established department policies, procedures, and objectives
8. Performs miscellaneous job-related duties as assigned

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**Minimum Qualifications** Minimum qualifications not found for this position (0043)  
Equivalencies not found for this position

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**Preferred Qualifications**

- Experience with MS Office, including PowerPoint and proficiency in Excel and Word
- Basic Data entry and/or word processing skills
- Financial Experience
- Previous accounting experience preferred
- Experience with general ledger accounting Software, Banner, and/or Hyperion
- Etc.

[The UNM 5](#)

	Skills required for the job	Skills you will learn on the job
Collaboration	Yes	Yes
Communication	Yes	Yes
Critical Thinking	Yes	Yes
Professionalism	Yes	Yes
Research & Assessment	No	No

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



8. 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

9. 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](#)

[<< Back](#)

### 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**

[<< Back](#)