Seize Opportunities with Us

Career Services provides opportunities with endless resources at your fingertips.

Cooperative Education/Internship Program
Garcia Annex Room 200, (575) 646-4115

Cooperative Education and Internships are experience-based learning for college students through paid employment in practical, curriculum-related work assignments. Opportunities may be available anywhere within the United States. Students are recommended to make a formal advising appointment with a Cooperative Education/Internship program advisor.

Student Employment
Currently enrolled students may apply for regular, off-campus, or work-study student employment. These positions are usually about 20 hours a week. Postings for these job opportunities are found via AggieCAREER Manager. Create a Job Agent to have job announcements sent directly to you via text or e-mail.

Prepare With Us

Career Services
AggieCAREER Manager Guide
How to Navigate the AggieCAREER Manager System

All About Discovery!
Start With Us
Launch your career development plan by creating an AggieCAREER Manager account. This is New Mexico State University's online registration system which is used for storing your resume(s) and cover letter(s) to apply for job postings, schedule on-campus interviews, review employers attending a Career Services' sponsored career/job fair, RSVP for workshops, access CareerBeam tools, and Internships.com.

Create Your Account
1. Go to careerservices.nmsu.edu
2. Click on "Students" or "Alumni" under AggieCAREER Manager
3. Read directions. Select "Click here to register!"
4. There are 3 steps to Sign registration agreement
5. Complete your profile.
   Click "Register" then "Submit Profile"
6. Upload resume in My Account > My Documents
7. Create a Job Agent: do a search and click "E-mail me New Jobs for this Search"

In addition to applying for positions in AggieCAREER Manager, candidates are also encouraged to contact potential employers directly to inquire about employment opportunities.

Online Resources
Career Services provides many resources to assist students with career planning and employment goals. Go to "Resources" and select CareerBeam or Internships.com to create separate registration profiles.

CareerBeam: Design, manage, and update your resume and cover letter as your career progresses. In addition, conduct research on jobs and career exploration.

Internships.com: Access over 100,000 internship and cooperative education opportunities in this easily-searched online database.

Career Fairs and Events: View employers attending career fairs, RSVP for workshops, and find details about employer information sessions.

Employer Directory: Search for Aggie friendly employers.

On-Campus Interview Appointment
1. Log into your AggieCAREER Manager account.
2. Click on Interview Schedules.
3. Select date range or type in employer’s name then click “Search” or just click “Search” to see everything.
4. If you meet the employer’s requirements, you will be able to sign up for an interview and submit your resume.

If you are having difficulty scheduling or don’t meet the requirements, contact our staff for assistance.

Cancellation of Interview
As an ambassador for NMSU, your actions affect others. Please cancel interviews 24 hours or more in advance.

Benefits
FRESHMEN: Explore vast career opportunities and awareness of skills required for current and future employment.

JUNIOR: Enrich, enhance, or continue to gain pre-professional experience to improve employment in your area of interest.

SOPHOMORE: Discover employers interested in providing work related experience as a co-op, intern, summer, or part-time employee that would enhance your academics in order to gain experience related to your major.

SENIOR: Continue searching for employment and report offers as they become available.