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.
Facilitate With Us

At NMSU Career Services, we are committed to fostering self-direction and personal responsibility by assisting students and alumni with their career planning and employment goals. Our staff consists of many trained professionals who are here to guide you in utilizing our services. With your assistance, we can help lead students down the path of future success.

AggieCAREER Manager

AggieCAREER Manager is New Mexico State University’s online registration system used to search and apply for job postings, schedule on-campus interviews, review employers attending a Career Services’ sponsored career/job fair, RSVP for a workshop and access additional online resources.

Contribute to Student Success

If your class, student organization, or residence hall would like to request a special presentation by our staff on any of our workshop topics, please use the online form or call our office at (575) 646-1631 to make arrangements.

Sample Workshops:

- AggieCAREER Manager Orientation (Job Postings, Events, CareerBeam)
- Resume Writing/Cover Letter/Interviewing Tips
- Dress for Success
- Cooperative Education and Internships
- Job Search Procedures & Etiquette
- Interviewing Tips
- Student Opportunities With the Federal Government Pathways
- How to Use Social Networking to Launch & Enhance Your Career
- Salary Negotiation

Career Advising

Most college students think graduation day seems a long time away. Yet that date will arrive sooner than they think. Career planning is a lifelong process of determining which career paths best fit an individual. Consider the number of years a person will work and the short time one has to prepare while going to school. A proactive approach will help ensure students will find the career they love. Encourage your students to schedule an appointment to review their resume, cover letter, interviewing preparation, and other job search needs.

Career Fairs

Career fairs sponsored by Career Services and other academic departments offer excellent opportunities for candidates of all academic areas to network with employers in different career fields.

Career Services offers an average of eight programs annually to provide candidates with a variety of employment and graduate school information. Employers range from Fortune 500 companies, non-profit, local and regional employers along with federal and state agencies.

We encourage NMSU students and alumni to establish an AggieCAREER Manager account to access specific details on employers and agencies attending each fair.

A Faculty Guide to Ethical and Legal Standards in Student Hiring

Students aren’t the only one interested in their success; their accomplishments are also very important to NMSU. Staff and faculty members at NMSU have a direct investment in our students’ achievement. The role you play in the employment process complements the role played by Career Services. Occasionally, however, helping students in their job search can result in unanticipated illegal or unethical actions.

The National Association of Colleges and Employers (NACE), the leading source of information on the employment of the college educated and an organization to which a great number of academic and hiring organizations belong, provides a set of ethical standards for guiding the job-search process. Titled Principles for Professional Practice for Career Services & Employment Professionals, these standards are based on fairness, equal opportunity, truthfulness, non-injury, confidentiality, and lawfulness. To review go to http://www.naceweb.org/principles/.

The Six Essential Precepts To Prevent Illegal or Unethical Actions:

1. All candidates should have equal access and free selection of employment opportunities.

2. Both colleges and employers should support informed and responsible decision making by candidates.

3. All aspects of the recruiting process should be fair and equitable to candidates and employing organizations.

4. Career services professionals and faculty involved in recruiting should provide generally comparable services to all employers.

5. As required by the Family Educational Rights and Privacy Act (FERPA), any disclosure of student information outside of the educational institution will be with prior consent of the student. Both career services professionals and faculty will exercise sound judgment and fairness in maintaining the confidentiality of student information.

6. Any recruitment activities through student associations or academic departments should be conducted in accordance with the policies of NMSU’s Career Services Office and accepted ethical, equal employment and legal practices.