

Job Postings
Career Services Office

New Mexico Highlands University Career Services Office invites employers to establish internships and other employment opportunities available to our students and alumni. Internships, which can be paid or unpaid, offer students the opportunity to gain relevant work experience to their academic major and career interests.

Our office will be glad to promote your job announcements through a variety of ways including but not limited to: our Job Posting Webpage on the Highlands University Website, Email to appropriate academic departments, direct Email to students, and the office's Job Bulletin Board.

To post a job, please submit a job description on your business letterhead preferably as an Email attachment (MS Word or PDF format) to our office at careerservices@nmhu.edu

Your request should include:

- **Job Title:**
- **Job Type (internship, full-time, part-time. etc.):**
- **Employer and location:**
- **Work period (summer, fall, spring, etc.)**
- **Start Date:**
- **Job Summary/description:**
- **Qualifications (majors, degrees, GPA, skills, class level, etc):**
- **How to apply (application materials and process):**
- **Deadline date:**
- **Contact (name, title, address, email, phone, fax):**

Job announcements will be posted upon approval of the Career Services Director and that is deemed educationally related to our undergraduate and graduate programs, or is considered appropriate summer or part-time jobs for students. Examples include: professional, internships, cooperative education, educational/research programs, fellowships, summer jobs, local area part-time jobs.

For more information, please contact:

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Career Services Office
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Phone: (505) 454-3048
Fax: (505) 454-3469
Email: careerservices@nmhu.edu