NEW MEXICO HIGHLANDS UNIVERSITY

CENTER FOR PROFESSIONAL DEVELOPMENT & CAREER READINESS

Dedicated to creating meaningful work experiences for NMHU students

Student Employee Handbook

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Welcome Message

Dear Student Employee,

Welcome to the Student Employment Program at **New Mexico Highlands University**!

We are pleased to have you join our team of dedicated student employees. Holding a job on campus is a **privilege**—an opportunity to gain professional experience, contribute meaningfully to the university community, and grow both personally and academically.

Student employment is more than just a job—it's a chance to build transferable skills such as communication, teamwork, leadership, and time management. These experiences will prepare you not only for success in your classes, but also for your future career. As a student employee, you represent NMHU, and we trust you to carry out your responsibilities with professionalism, integrity, and respect.

This handbook was developed to support your success. It outlines your rights and responsibilities, workplace expectations, and the many resources available to help you thrive in your role. It also highlights how your employment contributes to your career readiness by aligning with the **NACE Career Competencies**, a nationally recognized framework for student success.

Dr. Kimberly Blea
Vice President of Student Affairs

We encourage you to approach your job with intention and pride. Treat each task as a learning opportunity and seek feedback from your supervisor to grow your skills. We are here to support you every step of the way.

Thank you for choosing to work on campus. Your contributions are valued, and we are excited to see the impact you will make.

CPDCR Mission

The purpose of the Center for Professional Development and Career Readiness (CPDCR) is to support the university's mission, goals, and core values by empowering students to make career planning decisions, to connect students with regional and global employers, and to provide job search skills (resume writing and interview strategies) to successfully obtain internships and gain employment in a rapidly changing and competitive job market.

Overview of Student Employment

What is Student Employment?

Student Employment, also known as work-study, refers to part-time work opportunities that are available to students while they are enrolled at NMHU. These opportunities are designed to help students earn money, gain valuable work experience, and develop meaningful professional skills while continuing their education.

Why work while attending college?

Working at New Mexico Highlands University while pursuing your degree is more than just a convenient job—it's an opportunity to invest in your future while supporting the community you're a part of. Here's why student employment at NMHU is a smart choice:

Gain Real-World Experience

Student jobs at NMHU give you the chance to apply what you're learning in the classroom to real tasks and projects. You'll build a solid foundation of professional skills—like communication, time management, teamwork, and problem-solving—that employers value in any industry.

Enhance Career Readiness

On-campus jobs are designed with professional development in mind. Many positions align with the NACE Career Competencies, helping you develop leadership, digital literacy, and a strong work ethic—all essential for post-graduation success.

Earn While You Learn

Working on campus allows you to earn money to support your education and personal expenses—all while maintaining a schedule that respects your academic priorities. Most jobs are flexible and work around your class schedule.

Convenience & Accessibility

There's no need to commute. On-campus jobs are located where you already are—classrooms, labs, offices, and libraries—making it easier to balance your academic, work, and personal responsibilities.

Build Your Network

Working at NMHU puts you in touch with faculty, staff, and peers who can become mentors, references, and part of your long-term professional network. These relationships can lead to future opportunities, including internships and career positions.

Develop Personally and Professionally

Student employment fosters confidence, independence, and a sense of responsibility. Many students discover their passions, career interests, or leadership potential through the work they do on campus.

Contribute to the NMHU Community

As a student employee, you help support the daily operations that keep NMHU running. Whether you're assisting fellow students, helping faculty, or working behind the scenes, your contributions are meaningful and appreciated.

Choosing to work at NMHU means choosing growth, opportunity, and connection. It's not just a job—it's a stepping stone to your future.

Types of Student Employment

Types of Student Employment

NMHU offers a variety of student employment opportunities to gain valuable work experience while earning income and supporting your academic journey. Positions may fall under one of the following categories:

1. Federal Work-Study (FWS)
   - Eligibility: Awarded to students with financial need based on the FAFSA.
   - Funding: Paid partially by federal funds.
   - Work Hours: Up to 20 hours/week during academic terms.
   - Purpose: Helps students earn money for educational expenses while encouraging community service and career development.
2. State Work-Study (SWS)
   - Eligibility: Based on financial aid package; must complete the FAFSA.
   - Funding: Subsidized by the State of New Mexico.
   - Work Hours: Up to 20 hours/week during the semester.
   - Purpose: Similar to FWS but funded by state-level programs, offering additional job opportunities to eligible students.
3. Institutional/Departmental Employment
   - Eligibility: Open to any student (undergraduate or graduate), regardless of financial need.
   - Funding: Funded entirely by institution.
   - Work Hours: Typically up to 20 hours/week during the semester.

Note: Please be advised that students are only permitted to work for one department at a time.

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Student Employee PayScale Tiers

Tier I - $12.00	Position may include routine duties with no prior experience needed to be able to perform. May involve a modest degree of responsibility and judgement. Work is completed under immediate supervision.	**Entry Level**
Tier II - $12.50	Position may include varied and moderately complex duties involving moderate degree of responsibility and judgement. May require previous training or equivalent experience. Work is completed under general subervision.	
Tier III - $13.00	Position may include varied and moderately complex duties involving a moderate degree of responsibility and judgement. Usually requires previous training or equivalent experience. May direct or coordinate activities of other student employees.	
Tier IV - $13.50	Position may include varied complex duties involving a high degree of responsibility and judgement. May supervise or regularly lead activities or other student employees.	
Tier V - $14.00	Position may include technical and specialized duties and requiring a high skill level in oral and written communications, critical thinking, initiative, independent work requiring knowledge of theory, practices and procedures of the assigned work area. Work is completed under limited supervision.	Experience/ Education

Above is NMHU's last approved pay scale for student employment. Titles should match the scale (i.e. Office Aid III = $13.00). All departments are to use this scale when hiring student workers to ensure employment equity. Pay rates are not to be below or above this scale regardless of whether they are departmental funds or state or federal funds.

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Hire Form Workflow

The following workflows illustrate the step-by-step process for hiring student employees via Adobe Sign. These visual guides are designed to help supervisors and student employees understand their roles and responsibilities at each stage of the hiring process, ensuring compliance and a smooth transition into employment.

International

1. Candidate Identified
2. Employer initiates hire
3. International Office Reviews and Approves
4. Budget Office Reviews and Approves
5. Candidate Reviews and Signs
6. Employer Reviews and Signs
7. HR Approves Copies Sent to All Parties

Unrestricted (U), Restricted (R)

1. Candidate Identified
2. Employer initiates hire
3. Budget Office (U) or Grants Office (R) Reviews and Approves
4. Candidate Reviews and Signs
5. Employer Reviews and Signs
6. HR Approves Copies Sent to All Parties

Unrestricted - financial resources that a university can use at its discretion for any legitimate purpose, without specific restrictions or stipulations from a donor or external agency. (i.e. departmental work-study).

Restricted - donations, grants, or other financial contributions with legally binding conditions imposed by the donor or external agency that dictate their specific use.

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Meaningful Work Experience

At New Mexico Highlands University, student employment is more than just a job—it's an opportunity to grow personally and professionally. We are committed to creating meaningful work experiences that contribute to your career development and academic success.

Purpose

This section outlines how on-campus employment can help students gain valuable, real-world skills and foster a strong sense of purpose in their work. A meaningful student employment experience should:

- Align with the student's interests, goals, and values
- Provide learning and development opportunities
- Promote a sense of contribution to the university community
- Foster relationships with mentors and peers

Characteristics of Meaningful Work

Meaningful jobs offer:

- **Skill-building:** Opportunities to apply classroom knowledge and build transferable skills (e.g., communication, organization, customer service, problem-solving)
- **Autonomy:** A level of independence in completing tasks and contributing to projects
- **Mentorship:** Guidance from supervisors who support both professional growth and personal well-being
- **Purpose:** A sense that your work supports the university's mission and helps your department function effectively

Student Responsibilities

To make the most of your employment experience:

·Approach your job with professionalism and curiosity
·Set learning goals with your supervisor
·Ask for feedback and apply it to improve your performance
·Reflect on your experiences and how they relate to your future goals
·Attend mandatory student employee training annually

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Career Readiness: The NACE 8 Core Competencies

At New Mexico Highlands University, student employment is more than just a part-time job—it's a stepping stone to your future. Through on-campus work, you gain real-world experience that supports your personal and professional growth. To help guide that development, NMHU aligns student employment with the National Association of Colleges and Employers (NACE) 8 Career Readiness Competencies.

These competencies define what it means to be "career ready" and are valued by employers across all industries.

The NACE 8 Core Competencies

1. **Career & Self-Development**
   - Proactively develop career goals, seek feedback, and pursue professional growth.
   - Example at Work: Asking your supervisor for feedback or attending a resume workshop.
2. **Communication**
   - Clearly and effectively exchange information with others in written, verbal, and digital formats.
   - Example at Work: Answering phone calls professionally or writing emails to staff.
3. **Critical Thinking**
   - Identify and respond to problems using sound reasoning and judgment.
   - Example at Work: Troubleshooting a scheduling conflict or improving a process.
4. **Equity & Inclusion**
   - Demonstrate respect and openness toward people of diverse backgrounds and perspectives.
   - Example at Work: Serving all students and staff fairly and respectfully, and recognizing bias.
5. **Leadership**
   - Recognize and capitalize on personal and team strengths to achieve goals.
   - Example at Work: Training new student employees or taking the lead on a task.
6. **Professionalism**
   - Demonstrate accountability, ethical behavior, and effective work habits (e.g., punctuality, organization).
   - Example at Work: Arriving on time, dressing appropriately, and maintaining confidentiality.
7. **Teamwork**
   - Collaborate with others toward shared goals while valuing diverse viewpoints.
   - Example at Work: Coordinating with staff and peers on a project or event.
8. **Technology**
   - Use appropriate technology to complete tasks efficiently and solve problems.
   - Example at Work: Using spreadsheet software, updating websites, or managing databases.

Why It Matters

Each student job at NMHU supports the development of at least one of these competencies. As you work, reflect on:

- Which skills you are developing
- How your experiences connect to your career goals
- What feedback or training you need to grow further

Need Help?

Visit the Center for Professional Development & Career Readiness for help identifying your strengths, building a resume that reflects these competencies, and preparing for your next step after graduation.

Resources for Student Employees

The Center for Professional Development & Career Readiness
Your main resource for professional development!

- Services Offered:
  - Resume and cover letter assistance
  - Job and internship search help
  - Mock interviews
  - Career exploration tools
  - Professional headshots and Career Closet
  - Career fairs and employer networking events
- Contact:
  - careerservices@nmhu.edu
  - Sininger Hall, Room 210
  - (505) 454-3046

Human Resources (HR)
For employment paperwork, timekeeping, and university policies.

- Services Offered:
  - Payroll and timesheet help
  - Work eligibility and onboarding support
  - Workplace rights and responsibilities
- Contact:
  - hr@nmhu.edu
  - Mass Communications Bldg., East
  - (505) 454-3308

Financial Aid Office
Supports you with questions about your work-study eligibility or award.

- Services Offered:
  - Federal and State Work-Study questions
  - FAFSA support
  - Employment eligibility verification
- Contact:
  - financialaid@nmhu.edu
  - Felix Martinez Building, Room 240
  - (505) 454-3318

Title IX & Campus Safety Resources
Feel safe and supported in your work environment.

- Title IX Office: Handles issues of harassment, discrimination, or unsafe work environments.
- Campus Police: Available 24/7 for emergencies and safety assistance.
- Contact Info:
  - Title IX: titleixcoordinator@nmhu.edu
  - Campus Police: (505) 454-3278

CARES: Center for Advocacy, Resources, Education & Support
Dedicated to providing confidential support and resources to students who have experienced or are experiencing domestic violence, dating violence, sexual assault, stalking, suicide ideation, substance abuse issues.

- Services Offered:
  - Advocacy and Counseling Referrals: Assistance in navigating campus and community resources.
  - Academic and Housing Assistance: Support in addressing academic concerns and housing needs related to personal crises.
  - Student Discipline Advocacy: Guidance through university disciplinary processes.
  - Educational Outreach and Trainings: Programs aimed at prevention and awareness.
- Contact Info:
  - CARES@nmhu.edu
  - Student Union Building
  - (505) 454-3445

Need Help?
If you're ever unsure who to talk to, the Center for Professional Development & Career Readiness is a great place to start. We're here to support you in making your student job meaningful, manageable, and aligned with your future goals.

Supervisor Responsibilities

Purpose

Supervisors play a critical role in shaping the student employment experience. As mentors, trainers, and role models, supervisors help students build skills, grow professionally, and connect their campus job to future career success. This section outlines expectations and best practices for supervising student employees effectively.

Role of the Supervisor:

Supervisors are expected to create a meaningful work experience by:
·Providing a welcoming and inclusive work environment
·Communicating job expectations clearly
·Supporting student learning and career development
·Monitoring performance and providing constructive feedback
·Modeling professionalism and ethical conduct
·Attending supervisor training

Key Responsibilities:

1. Hiring and Onboarding

- Use NMHU's PeopleAdmin system to post and fill positions.
- Conduct interviews and select candidates in a fair, equitable manner.
- Initiate the hire process via Adobe Sign.
- Obtain official HR approval before allowing students to begin work.
- Provide a comprehensive orientation covering:
  - Job duties and expectations
  - Work schedule and timesheet procedures
  - Workplace policies and confidentiality

2. Training and Development

- Introduce tools, equipment, or software the student will use.
- Explain department-specific protocols and customer service expectations.
- Encourage skill development aligned with NACE Career Competencies (located on page 7).

3. Supervision and Support

- Establish clear communication and availability (weekly check-ins encouraged).
- Provide regular feedback—formal and informal.
- Address concerns or behavioral issues promptly and professionally.
- Foster an inclusive environment that supports learning from mistakes.

4. Time and Attendance

- Monitor student hours to ensure compliance with limits (typically ≤ 20 hrs./week).
- Approve timesheets in a timely and accurate manner.
- Encourage promptness, professionalism, and advance notice for absences.
- Avoid scheduling student employees to work during their class time.

5. Performance Evaluation

- Complete mid-semester and/or end-of-semester evaluations.
- Discuss strengths, areas for improvement, and future goals.
- Recognize outstanding performance through praise or nomination for awards.

6. Career Readiness Integration

Support development in NACE competencies like:

- Critical Thinking
- Teamwork
- Professionalism
- Help students reflect on how their work supports academic and career goals.

Best Practices:

- Set expectations in writing (use a job description or contract).
- Be consistent, fair, and transparent in supervision.
- Treat student employees as emerging professionals.
- Provide opportunities for leadership or project work when possible.
- Refer students to the Center for Processional Development & Career Readiness for resume help or mock interviews.

Resources for Supervisors

As a supervisor of student employees at NMHU, you play a vital role in shaping the professional development of our students. To support you in this responsibility, the university offers a range of resources and services:

1. Human Resources (HR) Office

The HR Office provides essential support for employment documentation, payroll, and workplace policies:

- Services Offered:
  - Assistance with I-9, W-4, and other necessary forms
  - Payroll inquiries and timesheet assistance
  - Workplace policies and procedures clarification
  - Support for student employee performance and conduct issues
- Contact Information:
  - hr@nmhu.edu
  - Mass Communications Bldg., East
  - (505) 454-3308

2. The Center for Professional Development & Career Readiness

CPDCR offers guidance on student employee development, including:

- Services Offered:
  - Assistance with job posting procedures
  - Support for student employee professional development
  - Resources for creating meaningful work experiences
- Contact Information:
  - careerservices@nmhu.edu
  - Sininger Hall, Room 210
  - (505) 454-3046

3. Office of Finance and Administration

- Services Offered:
  - Inquiries regarding student employment budget
- Contact Information
  - budget@nmhu.edu
  - Rogers Administration Bldg., Room 236
  - (505) 454-3272

4. Financial Aid Office

The Financial Aid Office provides information on work-study eligibility and fundin

- Services Offered:
  - Clarification of federal and state work-study funding
- Contact Information:
  - financialaid@nmhu.edu
  - Felix Martinez Bldg., Room 240
  - (505) 454-3318

Student Employee Onboarding Checklist

To be completed within the first week of employment
Employee Name: _____
Supervisor Name: _____
Department: _____
Start Date: _____

Pre-Employment

·Ensure all HR forms (I-9, W-4, direct deposit) are completed
·Job description reviewed and signed
·Confirm work schedule and start date
·Introduce student to office staff and physical workspace

Orientation & Training

·Review duties and responsibilities
·Tour of department or work area
·Explain timekeeping system (e.g., how to clock in/out, timesheet deadlines)
·Discuss dress code and professional conduct
·Review confidentiality and FERPA policies
·Go over phone, email, or customer service protocol
·Provide training on required tools, equipment, or software
·Set expectations for communication and check-ins

Goal Setting

·Identify 1–2 skills or competencies the student wants to develop
·Discuss how the position supports career or academic goals

Supervisor Signature: _____
Date: _____
Student Signature: _____
Date: _____

Empowering You for Success

Every Step of the Way

Contact Information

If you have any questions about the contents of this handbook or your student employment, please contact:

Phone
(505) 454-3046

Location
Sininger Hall, Room 210

Email
careerservices@nmhu.edu

Website
https://www.nmhu.edu/career-services/

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