

Compensating & Hiring Student Employees

Salary Table and Hiring Options

Employment Contact Information			
Department Contact:	Employment & Compensation Services	Location:	Hadley Hall 17
Employment Website:	http://hr.nmsu.edu/employment/	Phone:	575-646-8000
NMSU Policies:	http://www.nmsu.edu/manual/current-nmsu-policies.html	Email:	TeamHRS@nmsu.edu

Student Employment Salary Table as of 7/1/10		
Classification	Minimum	Maximum
Student Aide	\$7.50	\$8.80
Student Assistant	\$7.63	\$10.92
Student Co-Op	\$7.50	\$15.77
Student Graduate Specialist	\$7.50	\$15.77

Student Hiring Options

Position	Position Description	Salary Guidelines	Pay Periods	Fringe Benefit	Application Method	Renewal	Student Eligibility Requirements
Student Aide	Student employees whose duties are primarily clerical, labor, or service-worker functions and who usually are not required to bring experience or expertise to the job. These individuals do not supervise the work of others.	\$7.50-\$8.80	Paid on a lag on the 15th and the last day of the month.	<p>See memo at http://enr.nmsu.edu/pdfs/research_13_FY13%20and%2014%20Negotiation%20Agreement_Redacted.pdf</p> <p>http://www.nmsu.edu/~boffice/car/rates.html</p>	<p><u>COMPETITIVE POSTINGS</u> Student applicants interested in work study or student employment should review posting and apply using AggieCareer Manager.</p>	Semester or annually	<p><u>WORKSTUDY:</u> College Work Study is a need-based financial aid program subsidized by the State and Federal governments. Students need to apply for financial aid to determine eligibility for Work Study. The funding for Work study positions is strictly based on the type of financial aid awarded. Students are awarded on an individual basis, and an award is the maximum amount that may be earned by the student during the specified award period.</p> <p>If they qualify, their earning are limited to the Work Study amount indicated on their award notification. The application priority date for financial aid, including Work Study, is March 1st each year.</p> <p>Students may use their Work Study award at any time during the appropriate award period if they are enrolled (six credit hours for undergraduates and five credit hours for graduates for fall and springs, three credit hours for summer) in a degree seeking program. If students want Work Study for the summer, they must complete and submit a Summer Request for Work Study Form.</p> <p><u>EMPLOYMENT:</u> University employment for all eligible students paid entirely through departmental funds on a part-time (academic year or summers, school vacations) basis.</p> <p>Undergraduates registered in at least six hours and Graduates registered in at least nine credit hours, on a degree seeking status, for fall or spring are eligible for employment through this program.</p> <p>Summer - During the summer, a student must meet one of the following requirements: A continuing NMSU student must meet the academic average requirements and (if a continuing student employee) credit-hour progression requirements as stated above; An incoming transfer student or freshman must be formally admitted to NMSU as a degree-seeking student in good standing for the ensuing academic semester.</p> <p>Students and departments will be charged FICA and Medicare for any period of non-enrollment during the summer.</p>
Student Assistant	Student employees, whose duties are of a technical and/or professional nature and entail significant responsibility, possibly including the supervision over work of others. Typically a specific expertise and/or previous experience will be required for a Student Assistant position.	\$7.63-\$10.92					
Student Grad Spec	Graduate student employees whose duties are of a technical and/or professional nature similar to those performed by Graduate Assistants (e.g., Teaching Assistants, Research Assistants, etc.). Graduate Specialists generally will be paid hourly at rates of pay equivalent to those of Graduate Assistants, as determined by the Graduate School Dean.	\$7.50-\$15.77					
Student Co-Op	Student employees whose duties meet the standards for cooperative education as prescribed by the NMSU Cooperative Education and Internship Program and the Cooperative Education and Internship Association (CEIA) "Cooperative Education (Co-op) is a formalized program, under the direction of a post-secondary institution, to optimize learning in an alternate setting. Cooperative Education provides experience-based learning for college students through paid employment in practical, curriculum-related work assignments structured to meet students' interests, abilities, and aptitudes while meeting employers' needs." Each term, co-op assignments must be approved by, and students enrolled with, the appropriate Cooperative Education Program office (i.e., the Co-op Office on the main or branch campus that offers the student's major).	\$7.50-\$15.77					