**How to Hire a Student Intern**

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**STEP 1 – Write a Formal Job Description:**

Begin by defining your work requirements and developing a formal job description (sample on page 3) which typically includes the following information:

* Job duties and responsibilities
* The ideal candidate’s qualifications, education and work experience
* The length of employment, pay, benefits, etc.
* Why your company and this particular job will enhance the student’s resume and enhance their long-term career plans.
* Information on how to apply

Note if you are recruiting for an **unpaid internship**, the U.S. Department of Labor requires that the position does not replace a regular employment position and that the primary purpose of the position is for the student to learn.  Given their directive, you should include a description of what you will teach the intern about your business in your job posting. More information on unpaid internship requirements is available at: <http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>.

You may also want to check with the NM Economic Development Department re: JTIP funding opportunities to pay some portion of your intern’s compensation. <https://gonm.biz/>. And, If you’d like to work with UNM to provide your student intern academic credit (in some cases, instead of paying them cash), contact Rob DelCampo, Director, Innovation Academy, [delcampo@unm.edu](mailto:delcampo@unm.edu), 505-277-1444, re: how students can qualify to receive credit.

UNM Innovation Academy Internship Credit Program

<https://innovationacademy.unm.edu/programs/internship/index.html>

**STEP 2 – Publish Your Job Posting:**

Choose some target schools to contact and ask them to announce your position to their students. For example, there are several opportunities to promote your position at UNM, including:

UNM recently switched their online job and internship database provider to **Handshake.** Handshake will give you the opportunity to post your internships to UNM along with over 500 national universities free of charge.  Here’s the link to create a free Handshake account and connect directly with UNM students and alumni.

<https://app.joinhandshake.com/login?school_approval_token=4b_MTNg4R5eX36kCxmtewPfBFxQhXCKsKKV26Cprk62-YSWKR9OLEQ>

For more information, contact:

Keith Hitz

Employer Outreach Manager

UNM Career Services

<https://career.unm.edu/>

[khitz@unm.edu](mailto:khitz@unm.edu)

505-277-2531

or:

Career Services Office, UNM Anderson School of Management

<https://career.unm.edu/students--alumni/anderson-school-of-management.html>

You may also want to connect with the 400+ UNM student clubs to meet prospective interns, including:

<https://unm-community.symplicity.com/index.php?s=student_group&au=&ck>=

And here are also several business-specific student organizations that you may want to contact including:

<https://www.mgt.unm.edu/students/organizations.asp>

Other New Mexico colleges that offer internship programs include:

* CNM Job Connection Services

<https://www.cnm.edu/student-resources/connect-services/job-connection>

* ITT Technical Institute, Albuquerque

[www.itt-tech.edu/campus/school.cfm?lloc\_num=60](http://www.itt-tech.edu/campus/school.cfm?lloc_num=60)

* National American University, Albuquerque

[www.national.edu/locations/new-mexico/albuquerque](http://www.national.edu/locations/new-mexico/albuquerque)

* New Mexico Highlands University, Albuquerque and Rio Rancho Campuses

[www.nmhu.edu/statewidecenters/Albuquerque/index.aspx](http://www.nmhu.edu/statewidecenters/Albuquerque/index.aspx)

[www.nmhu.edu/statewidecenters/riorancho/index.aspx](http://www.nmhu.edu/statewidecenters/riorancho/index.aspx)

* New Mexico State University, Albuquerque and Las Cruces Campuses

<http://careerservices.nmsu.edu/cooperative-education-internship-program/>

<http://careerservices.nmsu.edu/employers/>

<http://abq.nmsu.edu/>

* New Mexico Technical Institute

<https://www.nmt.edu/>

<https://www.nmt.edu/studentaffairs/careerservices/links.php>

* San Juan College, Farmington

[www.sanjuancollege.edu/pages/2545.asp](http://www.sanjuancollege.edu/pages/2545.asp)

* Santa Fe Community College

[www.sfcc.edu/career\_services/internships](http://www.sfcc.edu/career_services/internships)

[www.sfcc.edu/career\_services/employer\_services](http://www.sfcc.edu/career_services/employer_services)

* Southwest University of Visual Arts

[www.suva.edu](http://www.suva.edu)

* University of Phoenix, Albuquerque

[www.phoenix.edu/campus-locations/nm.html](http://www.phoenix.edu/campus-locations/nm.html)

**Attend an Internship Job Fair:**

UNM hosts internship-related job fairs every year, including:

**UNM Student Job & Internship Fair**

<https://fm.unm.edu/assets/documents/campus-maps/visitormapcentral_numeric.pdf>

**UNM Innovation Academy and STC Co-Host Student Internship Fair**

<https://stc.unm.edu/unm-innovation-academy-and-stc-co-host-student-internship-fair/>

If you’re a nonprofit, you may also want to seek out community volunteers through the following organizations:

* Center for Nonprofit Excellence, [www.centerfornonprofitexcellence.org/volunteer-connection](http://www.centerfornonprofitexcellence.org/volunteer-connection)
* Mayor's Office of Volunteerism & Engagement (MOVE), [www.cabq.gov/jobs/mdove/](http://www.cabq.gov/jobs/mdove/)
* New Mexico Commission for Community Volunteerism, [www.dws.state.nm.us/nmccv](http://www.dws.state.nm.us/nmccv)
* Share New Mexico, [www.sharenm.org](http://www.sharenm.org)

**STEP 3 – Post Internship - Exit Interview:**

At the end of the internship, I suggest that you conduct an exit interview with your student intern and their immediate supervisor to assess your program results and use this information to improve your student internship program in the future.

**SAMPLE JOB DESCRIPTION**

Marketing/Social Media Intern

Sacco Connection LLC

Sacco Connections LLC is an Albuquerque-based management consulting firm that specializes in developing marketing strategies and connecting clients to sales prospects, business resources and organizations.

The Stuent Intern will report to the President/CEO and provide support in the following areas of marketing:

* Assist in the creation and design of client websites, blogs, social media, etc. for clients’ digital marketing campaigns.
* Proof and edit marketing collateral, maintain files and performing other administrative duties as assigned.
* Research competitors’ online presence and document findings including industry trends, positioning analyses and key customer profiles.

The position will enhance the intern’s marketing and networking skills and make them more marketable for a career in marketing and sales; and given the President & CEO’s extensive connections, they can anticipate expanding their business network, meeting local power brokers and decision makers, and receiving assistance finding a job at the end of their internship.

Internship candidates will be evaluated for hire based on their previous work experience and the following skills:

* Organized; handles multiple tasks simultaneously; thrives in a dynamic work environment.
* Takes initiative requiring minimal supervision.
* Demonstrated graphic design skills; proficiency with Adobe software, JavaScript and MS Office Suites, Wix and other website development programs.

We are asking for a six month commitment of 20 hours per week beginning on January 1, 2021; the pay will range from $15/hour - $20/hour based on the candidate’s qualifications and related work experience; and we will provide minimum healthcare benefits. We are an EEOC Employer.

To apply, please send a cover letter, your resume and a writing sample to [stacy@nmnetlinks.com](mailto:stacy@nmnetlinks.com%20) by November 15, 2020. For more information about Sacco Connections, please visit [www.nmnetlinks.com](http://www.nmnetlinks.com). No phone calls please.

Stacy Sacco

President/CEO

Sacco Connections LLC

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