Contact Career Services

Tristine Hayward
Assistant Director of Student Affairs
thayward@admin.nmt.edu

Office of Career Services
Fidel Student Services Center
Room 262
801 Leroy Place
Socorro, NM 87801

www.nmt.edu/career-services
careerservices@admin.nmt.edu
575.835.5060

Office Hours

Monday-Friday 8:00 am - 5:00 pm

Find Career Services on Facebook!
www.facebook.com/NMTCareerServices
What can Career Services do for you?

Services provided by the Office of Career Services are available to students, alumni, faculty, and staff. Whether you are looking to find a job or internship, hire a New Mexico Tech student or graduate, or continue your education in graduate school, Career Services can help.

**Employment**

Finding a job is simple and easy through Career Services. Utilize Career Connect for:

- **Job Searches**
  - Full Time
  - Part Time
  - On or Off Campus
  - Work Study

Career Connect can be found at https://www.myinterfase.com/nmt/student

- **Internships**
  Learn about your desired field while still in school. Internships vary in length and are great hands-on experience. Many employers hire graduates who interned with the organization prior to graduation.

- **Cooperative Education**
  Work as a paid professional in the field of your choice while earning academic credit under the guidance of a New Mexico Tech faculty member.

- **Resume and Cover Letter Reviews**
  Learn the most effective ways to highlight your experience and demonstrate why you are an excellent candidate.

- **Mock Interviews**
  Gain experience talking about your accomplishments and learn strategies to help you get the job, internship, scholarship, or graduate school acceptance.

For more information about these services and more stop by the Office of Career Services!

**Post a Job**

Employers, please visit Tech’s Career Connect at www.nmt.edu/informationforemployers to post positions for Tech students and alumni.

Contact Career Services to arrange on-campus interviews, information sessions, classroom presentations, and other services that will help you hire the best employees.

**Career Fair**

Career Services hosts employers and graduate school representatives for Career Fairs. Held twice a year, representatives from a wide variety of fields attend. Information about Career Fairs is available at www.nmt.edu/career-fair.

**Resource Center**

Computers are available for Tech students and alumni to search for employment, build resumes, practice interviewing skills, and browse additional resources.

**Additional Services**

- **Graduate School Application Assistance**
  Receive assistance with personal statements and other essays as well as help completing applications.

- **Reciprocal Services**
  Career Services can request reciprocal services from universities in that geographical area. This allows students to take advantage of that school’s career assistance, including job postings.

- **Business Cards**
  Professional-looking business cards can be printed by Career Services for students to make connections with contacts at career fairs and conferences, and to pass out at job interviews, and more.

**Workshops and Presentations**

- Resume and Cover Letter Writing
- Networking Assistance
- Interviewing Skills
- Etiquette Dinner

Staff members are available to give presentations to classes, clubs, students in residence halls, and other groups.