



You can post Co-op job announcements electronically!

1. Please be able to provide the following information:

Job Title: “Co-op _____”

Location of work: (Las Cruces, Santa Fe, Arkansas, etc.)

Number of Hours/Week:

Hourly wage (or salary range DOE):

Approximate **Start/End Dates of Work:**

Description of Work (brief):

Major(s) Desired:

Minimum GPA:

Classification(s) considered: (freshman, sophomore, junior, senior, graduate student)

U.S. Citizenship Required? Yes/No

How to apply: (online, send resume to:, etc.)

Application Deadline:

Documents and method required for application: (unofficial transcript, application form, letter of application, letter(s) of reference, web application, etc.; electronic referral through NMSU’s Co-op Office)

Company’s Contact Person: (name, title, address, phone, fax, email)

Company URL:

To post a job, please refer to the back of this sheet.

How to Register as a New Employer and Post a Job on NMSU's AggieTRAK

I. Register as a New Employer with Career Services

Go to the Career Services Website: www.careerservices.nmsu.edu and click on "Employer."
Under "Employer" click on "Login."

Click on "Click here to Register!" and follow the directions on that page to begin the registration process.

Important: Type in your organization name to see if your company is already registered. As you type, the system will search for your words and show you a list of matching organizations.

Once your organization name has appeared, click on the box to the left of the organization name to select it and then select "continue".

If your organization name did not appear and no records were found, click "Can't Find Your Organization."

Enter the employer information as well as the contact information into the fields. A field marked with an * is a required field.

II. How to Post a Co-op Job on AggieTRAK

To post your job, fill in the information into each field. A field marked with an * is a required field.

Note: Be sure to activate the pertinent "Screen by work Authorization" categories (GPA, graduation range, etc) so that only students meeting your criteria may apply.

Once you have finished filling in the job posting, click "SAVE" at the bottom of the screen. Each job posting is automatically assigned an Identification number. You may search AggieTRAK by Job ID number to bring up that saved record.

To view your job, click on "My Jobs" on the menu bar and select "Job List."

Once your company's profile and job(s) have been approved by the NMSU administrator, you will receive a confirmation e-mail. When your job reaches its expiration date, you will receive an e-mail reminding you that your job has expired. If you wish to change characteristics of the job, log back into the system to make the changes.

Please contact the Cooperative Education Office, (575) 646-4115, with questions or for further information.