



Date: October 13, 2008
To: Research Administrators Network
From: Julia Fulghum, Interim Vice President for Research
Re: Hiring of students for research activities.

Over the past several months, the Office of the VP for Research has been contacted numerous times by faculty members across disciplines regarding challenges in navigating the student employment process, as well as the relatively high degree of difficulty and aggravation associated with hiring student research assistants. In an effort to ease the process of hiring students for research assistant-type positions, we have formulated the following checklist.

It is important to note that due to OEO requirements, student employment postings must remain open for a minimum of five days, and can sometimes take up to 10 days to post. However, due to the fact that multiple students can be hired from the same job posting, and postings can be designated “continuous,” we are recommending that departments do the following:

1. At the department level, submit a posting request for an “Undergraduate Research Assistant.” This position should be a Group IV, which allows for a pay rate of \$9.00 - \$14.00 per hour.
2. When submitting the posting request, leave the “number of positions open” field blank, and enter “continuous” in the “date submitted” field.
3. Fill out the job description and job qualifications section. These can be sufficiently broad so that they can be applied to any faculty in your department.
Note: With the implementation of UNMJobs, there will be a pre-determined set of student job descriptions. Once UNMJobs goes live, you will be able to choose a job description that is sufficiently broad to accommodate students performing research for faculty in your department.
4. Enter the remaining information specific to your department and click on “submit.”

It can take up to 10 days for the position to be posted to the Student Employment website. However, you only need to perform the above process once. Once your position is posted, you will receive a position # from Student Employment (the position # is unique to your department and can be found on the job posting.)

- Anyone in your department can hire an undergraduate research assistant immediately by filling out an ePAN and using the existing position #.
- There is no limit to the number of students that can be hired with the same position #.
- Each department (org code) must have its own position number.
- You will specify the salary and index number of the account that the student will be paid from when filling out the ePAN.
- Students are allowed to begin working immediately upon submission of the completed ePAN to Student Employment.

Important Links:

<http://www.unm.edu/~wsestudy/> (Student Employment Office Home)
<http://www.unm.edu/~wsestudy/hireforms.html> (ePAN for students and ePAN instructions)
<http://www.unm.edu/~wsestudy/employer.html> (Online Job Posting Request Form)