ON-CAMPUS WORK

HOW MANY HOURS CAN I WORK?

• **20 hours per week:**
  During the semester (have to be taking classes)
  (US students can work 30 hours, so don’t get confused!)

• **28 Hours per week:**
  During the semester breaks & summer IF you plan to continue your studies at UNM
TYPES OF ON-CAMPUS WORK FOR UNDERGRADUATE STUDENTS

Student Employment Jobs (SE): International students ARE ELIGIBLE

Work Study Jobs (WS): International students are NOT ELIGIBLE
Why work at UNM?
For firsthand information on why UNM is a great place to work and learn, visit UNM Proud to hear directly from University employees, faculty, students, and alumni. In addition to all the University has to offer, you have the added benefit of living in New Mexico, a land rich with art, history, culture, and outdoor activities, all with a very affordable cost of living. For more about life in New Mexico, visit NewMexicoTrue. Women, minorities, veterans, and individuals with disabilities are encouraged to apply.

Positions
UNM has a number of positions available for staff, faculty, and student employees in various academic fields and levels of experience. Everyone hired into the UNM community serves a vital role in supporting our mission. We're here to educate and encourage students to develop the values, habits of mind, knowledge, and skills that they need to be enlightened citizens, contribute to the state and national economies, and lead satisfying lives.
<table>
<thead>
<tr>
<th>Job Title</th>
<th>Hiring Department</th>
<th>Student Type</th>
<th>Date Posted</th>
<th>Applicant View Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities Leader - ($8.50)</td>
<td>Off Campus Work Study (454F)</td>
<td>Main - Albuquerque, NM</td>
<td>7/4/2017</td>
<td>$8.50</td>
</tr>
<tr>
<td>Admin Support - ($7.50)</td>
<td></td>
<td></td>
<td>7/5/2017</td>
<td>$7.50</td>
</tr>
<tr>
<td>Administrative Assistant - ($8.75)</td>
<td>Valencia Branch</td>
<td></td>
<td>7/12/2017</td>
<td>$8.75</td>
</tr>
<tr>
<td>Administrative Assistant - ($9.00)</td>
<td>Taos Branch</td>
<td></td>
<td>7/12/2017</td>
<td>$9.00</td>
</tr>
<tr>
<td>Administrative Assistant - ($12.00)</td>
<td>School of Law (506A)</td>
<td></td>
<td>7/18/2017</td>
<td>$12.00</td>
</tr>
<tr>
<td>Administrative Assistant - ($8.80)</td>
<td>Off Campus Work Study (454F)</td>
<td></td>
<td>7/24/2017</td>
<td>$8.80</td>
</tr>
<tr>
<td>Alterschool Program Attendant - ($12.50)</td>
<td>Off Campus Work Study (454F)</td>
<td></td>
<td>7/8/2017</td>
<td>$12.50</td>
</tr>
<tr>
<td>Art Instructor - ($10.00-$14.00)</td>
<td>Off Campus Work Study (454F)</td>
<td></td>
<td>7/16/2017</td>
<td>$10.00-$14.00</td>
</tr>
<tr>
<td>Audio/Visual Technician - ($10.00)</td>
<td>Cinematic Arts Department (560A)</td>
<td></td>
<td>6/19/2017</td>
<td>$10.00</td>
</tr>
<tr>
<td>Audio/Visual Tech - ($9.50)</td>
<td>Continuing Education Cont Ed (ASO)</td>
<td></td>
<td>7/12/2017</td>
<td>$9.50</td>
</tr>
<tr>
<td>Peer Assistant - ($10.00-$14.00)</td>
<td>Off Campus Work Study (454F)</td>
<td></td>
<td>7/9/2017</td>
<td>$10.00-$14.00</td>
</tr>
</tbody>
</table>
Student Technical Specialist

Requisition ID: red1715
Working Title: Computer Lab Assistant
Pay: $10.00 Hourly
Campus: Main - Albuquerque, NM
Department: School of Architecture & Planning (AEPl)
Employment Type: Student Employment
Student Type: Student Employment
Status: Non-Exempt
Background Check Required: No
For Hire Consideration Date: 7/28/2017

Position Summary: The School of Architecture and Planning welcomes applications for Computer/Print Lab Assistants. Duties and responsibilities include, but are not limited to, assisting students and faculty with photocopying and large format graphic printing, troubleshooting software, assisting students and faculty with scanning and 3D printing. The successful candidates will demonstrate basic knowledge of computing, printing, and graphic design applications and will have knowledge of the architecture, planning, and/or landscape architecture disciplines. Duties may include lifting objects up to 30 lbs. The Computer/Print Lab assistants may be scheduled for shifts between 8:00 AM to 10:00 PM; the Lab is open seven days per week.

Minimum Qualifications: Minimum qualifications not found for this position (2044)
Equivalencies not found for this position

Preferred Qualifications: Preference will be given to students enrolled in a degree program in the School of Architecture and Planning (BAA, BAEPOD, MArch, MS Arch, MCRP, or MLA).

The UNM 5

<table>
<thead>
<tr>
<th>Skills required for the job</th>
<th>Skills you will learn on the job</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collaboration</td>
<td>Yes</td>
</tr>
<tr>
<td>Communication</td>
<td>Yes</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>Yes</td>
</tr>
<tr>
<td>Professionalism</td>
<td>Yes</td>
</tr>
<tr>
<td>Research &amp; Assessment</td>
<td>No</td>
</tr>
</tbody>
</table>

Application Instructions: Please attach 1) resume and 2) cover letter
Students with on-campus jobs need to go to the Student Employment Office to process paperwork.

**J-1 students** will need a form from GEO BEFORE they can begin work.

Note: J-1 student must also notify GEO if there is a change of employment. Your employment information is required to be updated and documented in SEVIS.
OFF CAMPUS WORK

J-1 STUDENTS

• There is one type of J1 “off-campus” work: “Academic Training”

• ONLY eligible after one academic semester of full-time enrollment

• Amount of time eligible to work depends on degree or program and length of study

Your academic advisor must first authorize the employment. Exchange students must get HOME institution’s authorization PRIOR to starting the job.
### ACADEMIC TRAINING MUST APPEAR ON YOUR DS-2019 OR IT IS NOT LEGAL!!

<table>
<thead>
<tr>
<th>Purpose of this form:</th>
<th>Updated Form DS-2019 or Name Conversion</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>3. Form Covers Period:</th>
<th>4. Exchange Visitor Category:</th>
</tr>
</thead>
<tbody>
<tr>
<td>From (mm-dd-yyyy): 08-06-2014</td>
<td>STUDENT DOCTORATE</td>
</tr>
<tr>
<td>To (mm-dd-yyyy): 05-09-2020</td>
<td>Subject/Field Code: 23.1304</td>
</tr>
<tr>
<td></td>
<td>Subject/Field Code Remarks: Student has been admitted to the PhD in Communication program</td>
</tr>
</tbody>
</table>

5. During the period covered by this form, the total estimated financial support (in U.S. $) is to be provided to the exchange visitor by:

- The Exchange Visitor's Government: $178,482.00
- University of New Mexico- Amigo Scholarship: $119,694.00
- Personal funds: $35,766.00
- Total: $333,942.00

Work Authorization will appear here!
SOCIAL SECURITY NUMBER

J-1 students who work MUST obtain a Social Security Number (SSN)

(you can’t get one if you don’t work)

• You will not be paid after two pay periods unless you get the SSN to the payroll office

• YOU HAVE TO GO TO THE SOCIAL SECURITY OFFICE, BUT... You must wait until:
  Two weeks after you complete check in
The Social Security Administration is a Government Office that is located OFF campus. To apply for a Social Security Number you must take:

- Original passport
- DS-2019
- I-94
- UNM employment verification form signed by GEO
- Social Security Application

Note: Applications are provided at the Social Security Administration Office and at GEO
COMMERCIAL BREAK:

Two International students meet…
MESSAGE?

I DON'T ALWAYS WORK OFF CAMPUS...

BUT WHEN I DO, I GET WORK PERMISSION FROM GEO
NEED MORE INFORMATION?

- Ask an international advisor
  - Walk-in Office Hours for Advisors:
    - Monday - Friday: 1-3 pm
    - Monday and Thursday: 10-12 pm
- Check the GEO website
- Read email messages sent from iadvisor@unm.edu regarding immigration issues!!!!
INTERNATIONAL STUDENT CONTRACT

• Print your name neatly on the last page of your handout (International Student Responsibilities Contract)

• Give that copy to a volunteer at the door as you go out for break (the other is for you)

• **Be back in your seats in 15 minutes!**
HEALTH CARE AND HEALTH INSURANCE
SO YOU'RE TELLING ME
I HAVE TO HAVE HEALTH INSURANCE?
YOUR HEALTH IS IMPORTANT!

• No one expects to get sick!

• If it happens, you need to understand the US system, where to go, and how to use your insurance
Health insurance is MANDATORY for international students at UNM!!!


- If you have other insurance, it will be secondary to this policy

- This policy still requires you to pay the deductible and file claim forms before it will cover expenses
VIDEO

Accessing Health Care and the International Student Insurance Plan 2:46
https://vimeo.com/228814907
HEALTH INSURANCE

More information will be available in the first week of classes:

Health Insurance Help

Monday, August 22
Health Insurance Info Session
WHERE: Dane Smith Hall 125

Tuesday, August 22
Open lab for sign-up & questions: 10am - 4pm
WHERE: Lobo Lair Computer Lab@ SUB
1st floor inside the computer lab

Wednesday, August 23
Open lab for sign-up & questions: 10am - 4pm
WHERE: Lobo Lair Computer Lab@ SUB
1st floor inside the computer lab
SO... WHERE SHOULD YOU GO WHEN YOU GET SICK?
STUDENT HEALTH & COUNSELING
Student Health and Counseling
SHAC
http://shac.unm.edu/
STUDENT HEALTH HOURS AND LOCATION*

Monday – Thursday
8:00 AM – 5:30 PM
Last Appt of Day is at 5:30 PM.

Friday
9:00 AM – 5:00 PM

Doctor on-call after hours
(505) 277-3136

* Hours are subject to change. Visit shac.unm.edu for updates.
FOR ROUTINE CARE

• All currently enrolled students can be seen at SHAC
• Cost is lower than elsewhere
• Care is offered by experienced doctors, advanced practice providers, and nurses
• Same-day appointments are available
MANY SERVICES

• Medical Appointments: Advanced & Same-Day
• Counseling Services
• Women’s Health
• Men’s Health
• Pharmacy
• Laboratory & X-Ray

• Allergy & Immunization
• Travel Health Clinic
• Specialty Clinics
• Physical Therapy
• Massage
• Acupuncture
• Health Education
STUDENT HEALTH & COUNSELING (SHAC)

Best place to go when you get sick!!! BUT NOT OPEN ON WEEKENDS!
WHERE TO GO IF SHAC CAN’T HELP

• If SHAC is closed and you have an urgent need, you will need to go to an “Urgent Care” facility or the hospital Emergency Room.

• Check your packet for options (also the PINK wallet card we gave you)
WHEN TO USE THE EMERGENCY ROOM

**Note:** If you use an emergency room when you do not have a medical emergency you will be responsible for the majority of the expenses!