1. Login to MyU and sign in

2. Open a new tab and go to www1.umn.edu/ohr/employment

3. On left side panel, click "University Students" tab as highlighted
4. You will be taken to the Job Search Webpage. Click Locations to change your location to only Duluth.

5. Change your location to only Duluth and click OK. To do this uncheck every checkbox but Duluth.
6. Select **Job Families** as highlighted below and uncheck every checkbox but the ones that start with “STU” (example: stu academic, stu administrative/support, etc).

5. After checking every checkbox with a **STU** beginning, click **OK**.
7. Once you selected your location and job families, click **Advanced Search** as highlighted below.

8. Once you click **Advanced Search** a few options will show up. (Notice there is a delay sometimes; usually 4-5 seconds).

Change the “**Full/Part Time**” tab to **PART-TIME** as International Students cannot work full time during the semester, only during semester breaks. Leave the other options blank.

**Once you’ve changed the settings stated above, click **Search**
When you click Search you should get all the job postings available at the time.

NOTICE: The website doesn't let you sort Off-Campus or On-Campus jobs. International students are not eligible for work-study and off-campus employment (without prior work authorization from ISS).

Once you find a job you would like to apply, click the Apply button on the right side of the job you want.

Tips:
- Read the posting carefully and through before applying. Certain departments would like a class schedule along with the application.
- Always customize your cover letter, resume, reference for the job you applying to.

If you have any questions, please contact Kamila Xiong (xiong875@d.umn.edu) or Anna Gilmore (naug0026@d.umn.edu).

Other resources at UMD:
Sarah Yang
Office of Student Employment
yang2510@d.umn.edu
218-726-7822
My Activities: How to attach additional documents to application:

Click on My Activites: You will notice that you are able to see all the applications you've applied for, your resume, and previous attachments here. To attach a document click "Add Attachment"

Define your attachment and attachment purpose, then click upload attachment. Once you've successfully uploaded your document click Save.