UMD Job Search Instructions

1. Login to MyU and sign in

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

3. In the middle, click on "Students."
4. On the left side, click on “Duluth” under the “Recruiting Locations” section, and then click on the “Part-time” section. International students can only work part-time jobs during the semester. The list of job advertisements should automatically update.

**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). If the job description says work-study preferred, you are still eligible to apply.

Once you find a job that you would like to apply to, 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 **Emily Drevlow (edrevlow@d.umn.edu)** or **Anna Gilmore (agilm@d.umn.edu)**.
Other resources at UMD:

Office of Student Employment:
http://www.d.umn.edu/human-resources-equal-opportunity/working-umd/student-employment