FOR EMPLOYERS
To Post Student Employment Opportunities for UMD Students

University of Minnesota Duluth Student Employment Office
Non-University Off-Campus Job Posting Disclaimer

University of Minnesota Duluth Student Employment provides free of charge to off-campus employers the opportunity to post vacancies within their organization. UMD Student Employment does not perform background checks on employers posting job opportunities.

University of Minnesota Duluth Student Employment Office does not make any recommendations regarding employers, we do not make any guarantees regarding the positions posted and are not responsible for safety, wages, working conditions, or any other aspect of non-University off-campus employment. We encourage students to perform due diligence in researching employers when applying for or accepting off-campus employment.

Guidelines for posting student employment:

- Position will ONLY be posted if the proper UMD Community Service Form is used. Any Job Posting that does not use University of Minnesota or UMD Human Resources & Equal Opportunity forms will be returned to the employer.
- State and Federal laws and University of Minnesota policy do not permit discrimination on the base on race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.
- We reserve the right to post only jobs considered appropriate for UMD students and consistent with the policies of the University of Minnesota.

Steps to posting student position:

- Complete the Community Service Program Off – Campus Job Description Form
- Once completed please forward information to program coordinator, Sarah Yang yang2510@d.umn.edu or fax: 218-726-7505

Guidelines for Closing Student Employment:
By keeping our Web site current, we can continue to make it a useful tool for students seeking employment. Please contact us once the position has been filled. Job openings will be posted for 30 days. If a notification of an extension is not received after 30 days, the job posting will be closed. Postings through this Web site are for UMD undergraduate students only and position must be within the city of Duluth and surrounding community.