Job Search Instructions

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)

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

9. When you click Search you should get all the job postings available at the time.

Notices:
- The website doesn't let you sort Off-Campus or On-Campus jobs.

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 Office of Student Employment at 218-726-7161, jobs4u@d.umn.edu
My Activities: How to attach additional documents to application:

Click on My Activities: 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.