

Passion »» Profession



A GUIDE FOR FACULTY & STAFF

WHAT?

The Career Services Center (CSC) and The Shriver Center jointly use UMBCworks; a one-stop, online career shop, to:

- Advertise part- and full-time job and internship listings to UMBC students
- Publish student resumes to an online resume database searchable by employers
- Manage on-campus interviews
- Centrally advertise upcoming career events (job fairs, employer information sessions, workshops, etc).

WHY?

Students: Use UMBCworks because:

- It's free
- They can view career opportunities of employers who are (1) hiring and (2) interested specifically in UMBC students (thousands of jobs are posted each year!)
- It's easy to access and centralizes their campus-based career search

Faculty/Staff: Use UMBCworks to:

- Post on-campus office, departmental, and lab positions.

HOW?

Students: Graduate and undergraduate students login to UMBCworks via their myUMBC accounts by navigating to "Topics" then "Jobs & Internships" and selecting "UMBCworks". There is no separate password required. They can also login via the UMBCworks logo at www.careers.umbc.edu. If students have difficulty logging in, they can contact the Career Services Center (x5.2216, careers@umbc.edu) for assistance. Once logged in, they update their profile, upload a resume (which will be reviewed by Career Center or Shriver Center staff), apply for jobs, internships and on-campus interviews, and view/RSVP for upcoming career events.

Faculty/Staff: Faculty and staff can access UMBCworks to post jobs by clicking on the UMBCworks logo at www.careers.umbc.edu. Log in as an employer and click on "Register and Post Job to UMBC (free)" to request a UMBCworks employer account and post your positions. Future positions can be posted by logging in directly with the username and password you'll receive.

MORE FACULTY/STAFF CAREER-RELATED RESOURCES AVAILABLE AT:

www.careers.umbc.edu/faculty

- *Don't Cancel That Class* program
- Tips on writing letters of recommendation
- Resources to help you advise students on career-related matters (resumes, interviews, etc.)
- Details on posting on-campus jobs and hiring from the campus' Student Temporary Workforce