CareerCenter
BUILD YOUR FUTURE HERE

UMBCworks

UMBC students' single, online point of access for:

- Part-Time Jobs
- On-Campus Jobs
- Full-Time Jobs
- Resume Database

- Internships
- Research
- Summer Jobs
- Mentors

- Employer Recruitment Events
- Co-operative Education
- On-Campus Interviews
- Career Events/Announcements

LOGGING IN

myUMBC: Login to your myUMBC account as you normally would. Locate the UMBCworks link by clicking on "Topics" and selecting "Jobs & Internships"…OR…**Career Center Website:** From the Career Center website click on the UMBCworks logo to be taken to the UMBCworks login page (careers.umbc.edu/umbcworks/). Click "Students and Alumni login here with your myUMBC account" and then login as you would to myUMBC.

Login Problems? If you try one of the processes listed above, and still cannot access your account, please send your full name, student ID# and UMBC email address to: umbcworks@umbc.edu so that we can verify your account status.

GETTING STARTED

Read and agree to our "Policies of Professional Conduct." Complete your **PROFILE**. Fill in all fields to maximize your chances of being matched to employer requirements and desired qualifications. Note that some fields are pre-populated and periodically updated via data from the Registrar, and some are read-only. If these fields are incorrect, please correct them on myUMBC, with the Registrar and/or by contacting umbcworks@umbc.edu. Note: You must complete your Profile before given access to the job listings.

UPLOAD A RESUME under the **DOCUMENTS** section. Please note that once uploaded, your first resume must be approved by a Career Center staff member before it can be used in UMBCworks. Visit us for a face-to-face resume critique anytime between 2-4pm, M-F in Math/Psych 212 or 6-8pm, Tu/We in the Library Writing Center. If you are unable to make those times, schedule an appointment (410-455-2216). Make sure you bring a hard copy with you or print it when you arrive. Please upload your resume well in advance of any application deadlines to allow ample time to make any suggested/necessary revisions. You may also upload other documents into your UMBCworks account (cover letters, transcripts, etc.).

APPLY FOR JOBS, INTERNSHIPS & ON-CAMPUS INTERVIEWS – Under the **JOBS** section, search for positions (full-time, internship, part-time, on-campus, etc.) posted specifically for UMBC students (via the UMBCworks option), as well as those posted via the NACElink Network (the latter includes positions found directly on employers' websites). Under the Jobs>UMBCworks section, you'll also find internship and full-time positions where employers will be conducting on-campus interviews. Many students find it helpful to search for jobs by Position Type (e.g., on-campus, full-time entry-level, etc.). Additionally, you may want to set up Search Agents (under the Advanced Search tab) to be automatically emailed when jobs meeting your set criteria are posted.

Use the **EVENTS** and **CALENDAR** sections to view information on, and RSVP for, career events including: job fairs, employer information sessions, workshops, etc. You can also schedule appointments from the Calendar>Counseling Appointment section.