On and off-campus jobs, Internships, and volunteer opportunities are posted on Alverno Connects (formerly known as Alverno LINKS), an online job board for Alverno students. If you’re not already registered on the site, simply follow the Instructions below and then begin your search. Remember to check Alverno Connects frequently, as new opportunities become available throughout the year.

**STEP 1: Log onto Alverno Connects: www.myinterface.com/alverno/student**

**NEW USERS:** If you do not have an Alverno Connects account, you must register for one, first.

- Select the Click here to register link.
- Complete all sections and click the Register button. Required fields are marked with an asterisk (*).
- Click on the Submit Profile button.
- After you submit your profile, your account will be in pending status.
- You will receive an email notification, once a site administrator reviews and approves your profile.
- If you do not receive an email notification within 2 business days, please contact the Career & Professional Development Center at (414) 382-6010.

**EXISTING USERS:** Log into the system using your chosen Username and Password.
*If you forgot your password, click the “Forgot Your Password” link and a temporary password will be emailed to you.

**Update your Profile, as necessary:**
- Put your cursor over My Account and select My Profile.
- Each section will have an [Edit] link. Click on this link to edit fields within the section.
- Carefully go through each section and update any necessary fields, making sure to click on the Save button.

**STEP 2: Search for Job, Internship and/or Volunteer Opportunities:**

- Put your cursor over Search Postings.
- Click on the type of position you’re seeking (FT Job, PT Job, Campus Job, Internship, or Volunteer).
- Your search results are listed in order of when they were posted, with the most recent listed first.
- If you’d like to specify additional search criteria (employer’s industry, your major, etc.), click on the Advanced Search link.
- Click on the Job ID# or Title to see the specifics of a position and how to apply.
- Each posting will list directions on how to apply for the position.
- You can save your search and choose to be emailed about new jobs by clicking on Save Search or Email Me New Jobs for this Search.
- **NOTE:** you will not be able to see job application instructions while your profile is still pending.
STEP 3: Search for Career and Internship Events:

- Click on the Career/Internship Events menu.
- You will see a list of all current career and internship events (e.g. Career Fairs, Internship Workshops, Resume Writing Workshops, etc.), with the most recent listed first.
- If you’d like to specify additional search criteria, click on the Category drop down menu and select the types of events you are most interested in.
- To view details, employers registered and/or RSVP, click on the Career Event’s name.
- NOTE: you will not be able to register for an event while your profile is pending.

STEP 4: Upload Your Resume (Optional):

If you would like employers to view your resume when searching our student database, you are encouraged to upload a current resume to your profile.

- Put your cursor over My Account and select My Documents.
- Click on the Add link next to Cover Letter, Resumes, or References.
- Give a name to the document you’re going to upload (ex: “Marketing Internship Resume”)
- Click the Browse button to find your document.
- Select the correct document and click on Save button
- When uploading more than one document, make sure the correct resume is your default. Your default resume is the document that employers can view when accessing our system.

STEP 5: View Activity (Optional):

- Put your cursor over My Account and select My Activity.
- The 3 most common types of activity that you may want to view:

  Event Registrations – The Career Events for which you are currently registered. This is where you would go to cancel an event registration.

  Job Agents – Your saved job/internship search criteria; any new postings that meet the specified criteria will be emailed to you, as the postings come in.

  Referrals – Records of resume referrals that you’ve submitted to an employer’s job, our office has submitted on your behalf, or that an employer has downloaded your resume.

FOR FURTHER ASSISTANCE, PLEASE CONTACT:
Career & Professional Development Center  (414) 382-6010