FINDING A JOB ON CAMPUS

All campus jobs 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 campus job search. Remember to check Alverno Connects frequently, as new jobs 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 Campus Jobs:**

- Put your cursor over **Search Postings** and select **Find Campus Jobs**.
- Your search results are listed in order of when the jobs were posted, with the most recent listed first.
- Click on the **Job Title** to see details about the position and how to apply.
- You can choose to be emailed about new jobs by clicking on **Email Me New Jobs for this Search**.

**STEP 3: Apply:**

- Each job posting will list directions on how to apply for the position.
- Most jobs will only require you to complete the online **Student Employment Application**, but some may also ask you to submit a resume and cover letter. Make sure to follow the application directions!
- **Note:** you will not be able to see job application instructions while your profile is still pending.

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