How to Build Your Profile on the USM Job & Internship Board

- Log in to your USM MyCampus Portal

- Click the green Job Board icon on your LaunchPad.

- Click on “Get Started” to build your profile by answering six questions, you can also click “Next” to skip them.

- These questions will help match your profile to relevant jobs.
• Now, you are ready to explore jobs.

• Click “Ok” to access your account.

• On the left-hand navigation bar, click on “Jobs”.

• A dropdown list will show up with all types of jobs, click on “Work-Study Jobs” to explore available positions.
• Go through the available jobs and click on the one you want to apply for.

• Read the job requirements carefully and follow the application process.

• Click on “Apply” button on the top corner of the job ad.

• You can provide more information about your education, experience, and projects by clicking on “Profile” on the left navigation bar.

• Or click on your name in the top right corner of the screen and fill in your personal, academic and privacy setting information.

For more information visit USM Student Employment