

# Finding Full-Time Positions & Applied Learning Experiences in **UMBCworks**

For further assistance, contact the Career Center:  
(410) 455-2216 or [careers@umbc.edu](mailto:careers@umbc.edu)

***Visit us during drop-in hours: Mon.-Fri., 2-4 p.m.***  
Math/Psychology Building, Room 212

# What is **UMBCworks**?

- The Career Center's **database of job & internships**
- **Updated daily** with dozens of new positions
- Includes a **huge variety** of postings for:
  - Internships
  - Research opportunities
  - Co-ops
  - Part-time/seasonal and on-campus jobs
  - Full-time jobs

***All UMBC students have access to the UMBCworks database!***

# Career Center's Resume Approval policy

*Resume approval is required* before you can apply to any position via **UMBCworks**.

**Step 1:** Upload your resume under the “Documents” tab in UMBCworks

**Step 2:** Come to the Career Center to have your document reviewed by an advisor.

## Appointment Options for a Resume Review

**Option 1:** Come to **drop-in hours** between 2-4 p.m. daily for a quick 15- minute review.

**Option 2:** Schedule an appointment online via UMBCworks. Click “Schedule Appointment” button.  
*(Be sure to select a 30-min appointment.)*

**Option 3:** Call the Career Center at (410) 455-2216 to schedule an appointment.

***Remember to upload your resume as a .doc or .docx file prior to your appointment!***

Search **UMBCworks** while you work on your resume

You can start searching the postings in **UMBCworks** *even if you have not already met with a career advisor*. This will help you prepare for your appointment.

The key is knowing the **best way to search!**

# UMBCworks homepage

## Where to find it:

myUMBC homepage > Topics >  
Jobs & Internships

The screenshot shows the UMBCworks homepage for user Susan E. Hindle. The page features a dark sidebar on the left with navigation options: Home, Profile, Documents, Jobs, Events, Interviews, Employers, Surveys/Forms, Resources, and Calendar. The main content area includes a user profile header for Susan E. Hindle (SH) with a 45% profile completion status. Below the profile is a news feed with three announcements from the University of Maryland, Baltimore County, including one about a new student user interface and another about online appointment scheduling. On the right side, there are three widget sections: 'Getting Started' with a checklist of tasks (Account Created, Personal Profile, Privacy Settings, Academic Profile, Resume), 'Shortcuts' with links to various services, and 'FIND A JOB' with search options.

**UMBCworks**

Search

SH Susan E. Hindle

Profile 45% Complete

shindle@umbc.edu  
Create your resume now

### Getting Started

- ✓ Account Created
- ✓ Personal Profile
- ✓ Privacy Settings
- Academic Profile
- Resume

### Shortcuts

- Getting Started: Using UMBCworks
- UMBC Career Center
- The Shriver Center
- Request a Counseling Appointment
- Skills Assessments
- Career Finder
- Intern / Co-op / Research / Service Requirements

### News Feed

University of Maryland, Baltimore County has made an announcement  
New Student User Interface on UMBCworks  
We are pleased to announce a brand new Student User Interface for UMBCworks- a sleeker, more intuitive, and mobile responsive platform. If you have any questions about the new features, please contact us at 410-455-2216 or umbcworks@umbc.edu.

University of Maryland, Baltimore County has made an announcement  
Make Your Appointment Online to See Us!  
[Schedule Appointment](#)

**MAKE AN APPOINTMENT ON-LINE VIA UMBCworks TODAY** to meet with a Career Specialist or member of the Internship & Employment Team, OR call the Career Center front desk at 410-455-2216. Students attending SHADY GROVE should contact 301-738-6338 or usgcareerservices@umd.edu to schedule an appointment.

### FIND A JOB

- Search Jobs (all jobs)
- Jobs I Qualify For

At navigation bar, select  
“Jobs”, then “UMBCworks”.

**NOTE:**

Before you begin, you will need to sign our professional conduct agreement and complete your profile.

The screenshot shows the UMBCworks website interface. On the left is a dark navigation sidebar with the UMBCworks logo at the top. The sidebar contains several menu items: Home, Profile, Documents, Jobs, UMBCworks, My Non-OCI Applications, My OCI Applications, NACElink (additional job listings), LinkedIn for Students, USAJobs.gov (federal), Idealist.org (non-profit), GoinGlobal (international & H1B), Events, and Interviews. The 'Jobs' menu item is circled in red, and a red arrow points from the text 'At navigation bar, select “Jobs”, then “UMBCworks”.' to it. Below 'Jobs' is the 'UMBCworks' menu item, which is also circled in red. A second red arrow points from the text 'Select “Advanced Search”' to the 'Advanced Search' dropdown menu in the search bar at the bottom right of the page. The main content area shows a search bar with the text 'job postings' and a 'SEARCH' button. Below the search bar are several informational paragraphs and a disclaimer. At the bottom of the page, there are tabs for 'JOBS', 'MY FAVORITES', and 'APPLICATIONS', and a search bar with a 'SEARCH' button. The 'Advanced Search' dropdown menu is circled in red.

All Jobs & Interviews

Yes  No

Jobs located within  
U.S. jobs only (maximum 150 miles).

Ignore National Jobs

Yes  No

miles of zip code

Position Type

- Part-time
- On-Campus: UMBC student employment
- Temporary/Seasonal
- Entrepreneurial Opportunities (commission-only)
- Internship Opportunities
- Cooperative Education (Co-op)
- Research Internships
- Service Learning through Shriver Center
- National Experiential Postings

Be sure to search on the appropriate Position Type(s).

Posting Date (last # days)

**IMPORTANT:** Click “More Filters”!

SEARCH

RESET

More Filters

Select **one or more** majors from the menu. *Don't limit yourself to just your declared major!* Search whatever aligns best with the positions you are seeking. Be sure to select **"DONE"** in the upper right corner once you have finished selecting your major(s).

Position Type

- [no selection]
- Full-Time - Entry-Level
- Full-Time - Experienced
- Part-Time
- On-Campus: UMBC student employment
- Temporary/Seasonal
- Entrepreneurial Opportunities (commission-only)
- Internship Opportunities

Posting Date (last # days)

Majors/Concentrations

Check this box to search for records with no option selected

Biochemistry x ADD...

Ignores jobs with 'All Majors' selected

Yes  No

Work Term

- Fall 2014
- Fall 2015
- Spring 2006
- Spring 2007
- Spring 2008
- Spring 2009

Job Function

- [no selection]
- Account Management/Planning
- Accounting
- Accounting/Auditing
- Administration
- Administrative/Support Services
- Advertising
- Advocacy

Compensation Type

[no selection]

City

You can exclude positions offered to all majors. These may be less specialized, but if you are open to many options, consider including them.

	<b>Member Services Representative (3648-221)</b> Part-Time YMCA of Central Maryland - Towson, Maryland
	<b>ORNL Challenge Program - Distinguished Summer Research Institute</b> Full-Time - Entry-Level, Full-Time - Experienced, National Experiential Postings Oak Ridge Institute for Science and Education - Oak Ridge, Tennessee
	<b>Quality Assurance Associate (Audit Payroll/HR function- MD position)</b> Full-Time - Entry-Level TEKsystems - Hanover, Maryland
	<b>Senior Manager of Operations- Front Office (Contract Negotiation, Redlining Agreements, Business decisions, &amp; Financial Analysis)</b> Full-Time - Experienced TEKsystems - Hanover, Maryland
	<b>Software Engineer</b> <span>Not qualified</span> <span>Campus interview</span> Full-Time - Entry Level PayPal - Timonium, Maryland
	<b>Software Engineer Intern</b> <span>Not qualified</span> <span>Campus interview</span> Temporary/Seasonal PayPal - Timonium, Maryland
	<b>Technical Support Analyst</b> Full-Time - Entry-Level, Full-Time - Experienced Atellis/B-Line Medical.com - Washington, District of Columbia

When you run your search, you may see a “do not qualify” message for some positions. Click on position to learn why you do not qualify.

The screenshot shows the UMBCworks application portal interface. At the top, the user is identified as Susan E. Hindle. The navigation menu includes Overview, Core, Documents, Counseling, Employment, Intern/Co-op/Research/Service, Activity, Survey Responses, and Login As. The main content area displays a search bar and a list of application categories such as Public Policy & Economics, International Affairs, Journalism & Communication, Leadership & the American Presidency, Business & Government Affairs, and Service & Community Leadership. A red circle highlights the 'Application Status' section, which states: 'Non-qualify because: Your GPA does not fall within the desired range for this position.' Below this, the 'Screening Criteria' section shows a 'Minimum GPA' of 3.0. The 'Related Resources' section includes links to the NACE Salary Calculator, Enrolling in PRAC, and Policies of Professional Conduct for Students.

## Potential “non-qualify” reasons:

- 1) Your resume has not been uploaded and approved
- 1) Your GPA is lower than 2.5, or lower than the minimum set by the employer
- 1) Your graduation date doesn't fall within the desired time frame
- 1) The position may not align with your work authorization status (i.e., citizenship).

**NOTE:** If you are a first-semester transfer with at least 30 credits from your previous institution, you can use your previous GPA. The system will show your GPA as “0.0” until a Career Center staff member overrides it. Contact us at [internships@umbc.edu](mailto:internships@umbc.edu) for assistance.

If/when you DO qualify, you will be able to apply.

For some posts, you will see an **“Apply”** button. Click the button and use the drop down menus to select your document(s) to be sent via **UMBCworks**.

Other posts will direct you to apply via an external site or e-mail address.

The screenshot shows a user profile for Kacie Lawrence on the UMBCworks platform. The navigation bar includes links for Overview, Core, Documents, Counseling, Employment, Intern/Co-op/Research/Service, Activity, Survey Responses, and Login. The main content area displays an internship listing for 'Strathmore Spring 2016 Internships' at Strathmore Hall Foundation. The listing includes a table with columns for Position Type, Number of Openings, and Desired Class Level(s). Below the table, there is a description of the internship opportunities and a list of screening criteria. The 'APPLY' button is highlighted with a red circle.

Position Type	Number of Openings	Desired Class Level(s)
Internship Opportunities	2	Junior, Senior, Master's Student

**Important Dates**  
Posted On: October 28, 2015  
Applications Accepted Until: January 22, 2016

**Screening Criteria**  
Minimum GPA: 2.5

Be sure to select your most up-to-date, tailored resume!

Use the “Add New” button to add a new resume at any time.

**Apply**

**Application Status**  
Note on requested documents:  
All candidates will submit a cover letter, resume and all supplemental materials to [internships@thewalters.org](mailto:internships@thewalters.org) by November 30, 2015. In addition to the standard application materials, please provide a transcript and letter of reference. \* indicates a required field

If you wish to apply, please select the document(s) to include and click Submit.

**Resume**  
Choose a Resume to submit for this position

Hindle Resume\*

**Cover Letter**  
No cover letters found!

**Other Documents**  
No other documents found!

**Position Type**  
Internship Opportur

**Desired Class Level(s)**  
Freshman, Sophom

The Registration Int and Registrar Depar exhibitions, outgoi

**Duties:**

- Assists with updat
- Assists with proje
- Assists with other

**Experience/Skills:**

- Excellent organiza

**Important Dates**

**Posted On:**  
November 11, 2015

**Applications Accepted Until:**  
December 01, 2015

**Screening Criteria**

**Minimum GPA**  
2.5

**Contact Information**

Anastasia Morgan  
Internship Program Coordinator  
600 N Charles Street  
Baltimore, Maryland 21201

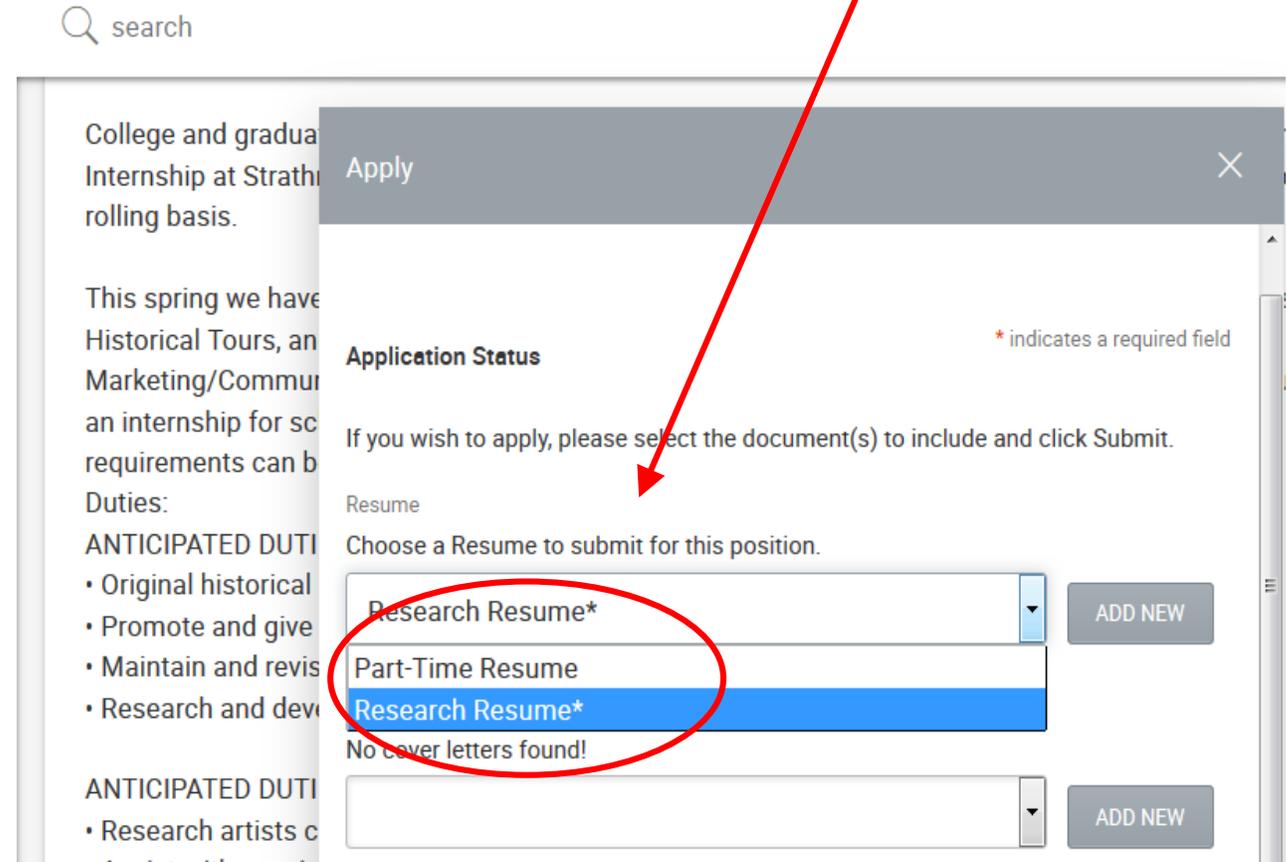
# NOTE!

When you apply, you'll be able to choose which resume you send.

You can upload **MULTIPLE resumes** (up to 10) and **cover letters** to UMBCworks. In fact, you should! This allows you to *tailor your resume to the position*.

For example:

Your **“Part-Time Job Resume”** might emphasize your work experience, while your **“Internship Resume”** emphasizes coursework, projects, or activities related to your major.



College and graduate Internship at Strathmore on a rolling basis.

This spring we have Historical Tours, and Marketing/Community an internship for so requirements can be Duties:

ANTICIPATED DUTIES

- Original historical
- Promote and give
- Maintain and revis
- Research and dev

ANTICIPATED DUTIES

- Research artists c

Apply

Application Status \* indicates a required field

If you wish to apply, please select the document(s) to include and click Submit.

Resume

Choose a Resume to submit for this position.

- Research Resume\*
- Part-Time Resume
- Research Resume\*

No cover letters found!

ADD NEW

ADD NEW

The screenshot shows the UMBCworks website interface. At the top left is the UMBCworks logo. To its right is a search bar with a magnifying glass icon and the text "search". Further right is a user profile icon with the initials "SH" and the name "Susan E. Hindle" with a dropdown arrow and a lock icon. Below the logo is a vertical navigation menu with items: Home, Profile, Documents, Jobs, UMBCworks, My Non-OCI Applications, My OCI Applications, NACElink (additional job listings), LinkedIn for Students, USAJobs.gov (federal), Idealist.org (non-profit), GoinGlobal (international & H1B), Events, and Interviews. The main content area has a breadcrumb "Home / Jobs" and a heading "job postings". Below this is a large blue box containing three paragraphs of text and a disclaimer. At the bottom of the page, there is a search bar with a "SEARCH" button, a "Show Me: All Jobs & Interviews" button, and a "Clear All" button. A red circle highlights the "Saved Searches" and "Advanced Search" dropdown menus, with a red arrow pointing from the text on the right to the "SEARCH" button.

You may also set a **“Saved Search”** to have searches automatically sent

JOB

MY FAVORITES

APPLICATIONS

SEARCH

Show Me: All Jobs & Interviews x

Position Type: Internship Opportunities x

Position Type: Research Internships x

Posting Date (last # days): 30 x

Majors/Concentrations: Biological Sciences x

Clear All

Select a  
descriptive title  
and the frequency

Saved Searches v

Advanced Search

Items 1-20 of 55 (Results as of: Friday, November 13, 2015 | 4:40 pm)

Title

Send via email

New results only

x

Internship Search

Weekly

Yes

No

SAVE



Summer2016- LIVE. LEARN. INTERN Programs

Internship Opportunities

Capital Semester - DC Intern - Washington, District of Columbia



Intern- Human Resources (Baltimore)

Internship Opportunities

World Relief - Baltimore , Maryland

No

1

# Your next steps...

1. Browse the various types of positions: [internships](#), [co-ops](#), [research](#), [full-time](#), [on-campus](#) opportunities in **UMBCworks**
2. Create a draft resume and upload it to **UMBCworks**
3. Visit the Career Center -- come **during drop-in hours** or **make an appointment** - to have your resume reviewed and approved.

## Questions?

Get help with resume and cover letter writing, interviewing skills, networking, and more at the Career Center.

(410) 455-2216 – [careers@umbc.edu](mailto:careers@umbc.edu)