

HOW TO APPLY FOR GSI POSITIONS IN SEAS and OTHER DEPTS
[On-Line eRecruit Process]

1. Go to the UM Careers website: <http://careers.umich.edu/search/>
2. In the “**Job Search**” section, access the drop down list for “**Career Interest**” and select “**Graduate Student Instructors (GEO)**”; scroll down and click on the “**Search**” button.
3. This will pull up a list of all GSI positions listed across campus. This is likely to change weekly, so check frequently Oct through early Dec.
4. Identify the courses you wish to apply for.
5. For non-SEAS and PitE courses, follow the directions according to each posting. Application deadlines will vary.
6. For SEAS and PitE courses, compile a separate PDF package for each position, which should include:

- 1) Cover letter tailored to the specific position, addressing your interest and qualifications for the position
- 2) Résumé/CV
- 3) Copy of your undergraduate and graduate transcripts (unofficial is fine)
- 4) Teaching history (if applicable--a list of courses and departments)
- 5) Teaching evaluations (if applicable)
- 6) **NOTE: Name compiled file as: LASTNAME.FIRSTNAME.EASXXX.pdf**

NOTE: Letters of recommendation (if applicable). Confidential recommendation letters should be sent by the letter writer directly to the M-Box URL listed in the posting. The letter file should be named as:
STUDENT'SLASTNAME.FIRSTNAME.EASXXX.LASTNAME.pdf (of the letter writer)

7. **1)** Complete the on-line application process, and **2)** upload your application PDF file into the correct M-Box folder, provided in the “How to Apply” section of each individual SEAS and PitE posting. **Once submitted, you will not be permitted to change your application file.**
8. REPEAT #7 for each position you are applying to.
9. For questions related to the postings, please contact:
 - a. SEAS-Financial-Aid@umich.edu.
 - b. environ.adminstaff@umich.edu.
10. You're done!
11. **The application deadline for both SEAS and PitE is 11:59pm on Monday, 23 October.**
This deadline will likely be different for other departments, so pay close attention to the postings.