

HOW TO APPLY FOR GSI POSITIONS IN SNRE
[On-Line SharePoint Process]

1. **Application-STEP 1:** Go to the SNRE website: <https://sharepoint.umich.edu/snre/snre-gsi-app/default.aspx>
2. Click on **“Position Descriptions”** from the left hand column to review the postings and identify the course(s) you wish to apply for:
 - a. Click on “View” to see the course details.
 - b. Click on “Fraction Calculation” to see the frac calc associated with that specific course.
3. **IF YOU FIND POSITIONS THAT YOU ARE INTERESTED IN APPLYING FOR—PROCEED AS FOLLOWS:**
4. **Application-STEP 2:** Request your UM transcript from SNRE.financialaid@umich.edu. A PDF version will be sent to you.
5. **Application-STEP 3:** Compile your personal information into a single PDF, which should include:
 - 1) Résumé
 - 2) Course evaluations (if applicable)
 - 3) Letters of recommendation (if applicable). Confidential recommendation letters should be sent directly to dianaw@umich.edu by the letters writers.
 - 4) UM transcript (version you received from SNRE.financialaid@umich.edu)
 - 5) Non-UM transcript
6. **Application-STEP 4:** Click on **“Personal Information”** in the left-hand navigation links to access the Personal Information section. Click **“Add new Item”** to get started. Complete this section, including the document upload—**see STEP 3**, above, read the statement at the bottom and choose “Yes” for the “I have read and agree with this statement” field, and click the **SAVE icon** at the top left of the screen. All fields with a red asterisk are required.
7. **Application-STEP 5:** Click **“Select Positions.”** Click **“Add new item”** to get started.
 - 1) Select your username in the first drop down box.
 - 2) In the second dropdown box pick the course you want to apply to.
 - 3) Rank the course in order of your preference.
 - 4) Click the **“Click here to attach a file”** box and upload the cover letter. Click the **SAVE** icon at the top left of the screen.
8. **REPEAT STEP 5 for each course you wish to apply to.**
9. You're done! **THERE IS NO FINAL SUBMISSION/SAVE ACTION TO TAKE.**
10. You may access the application and review, delete, or change the information and/or attachments until **9:00am on Monday, 27 February**. At that time your access permission to the application will be terminated.