

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 Feb through early Apr.
4. Identify the courses you wish to apply for.
5. For non-SEAS and PitE courses, follow the directions according to each department’s postings. 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**
EXAMPLE: Woodworth.Diana.EAS436.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’s]Lastname.Firstname.EASXXX.[letter writer’s]LASTNAME.pdf

7. Upload your application PDF file into the correct M-Box folder, URLs are provided in the “How to Apply” section of each individual SEAS and PitE posting. **Once submitted, you will not be permitted to modify or replace your application file.**

NOTE: DO NOT upload any materials into the eRecruit application at this stage.

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 SEAS is 11:59PM on Sunday, 18 February.** This deadline will be different for other departments, so pay close attention to the postings.