Using CareerConnect to Find Jobs & Internships

1. Getting There & Logging In

You can access CareerConnect via www.pdx.edu/careers or www.pdx.edu/advising-career-services by clicking on the “Find a Job or Internship” button, located on the left sidebar of every page.

Once there, please read over the information pertinent to you as a current student or alumni—this is important, as current students and alumni access CareerConnect differently. If you need help with this step, please call Advising & Career Services at 503-725-4005.

2. Setting Up Your Profile

The first time you use CareerConnect, you will be prompted to enter information for your profile. We recommend that you only fill out the required fields as very few employers ask for applications through CareerConnect, preferring instead to receive resumes and cover letters. Once you have completed your profile, you may access job and internship postings.

3. Searching for Jobs & Internships

Use One-Click Searches to Find:
- Part-time on-campus jobs
- All paid/unpaid internships
- Part-time off-campus jobs

Use Internships to Find:
- Postings for specific majors and/or offered by employers from specific industries.

On reverse: Full-time job search
1. **JOB FUNCTION**—Choose the type of job you are looking for. You can select multiple by holding down the Ctrl key and clicking on the types you would like to be displayed.

2. **JOB CLASSIFICATION**—Choose “Degree required” and/or “No degree required” (you can choose both by holding down the Ctrl key) to search all full-time positions.

   You can also select “Full Time” from the job status section.

3. **DESIRED MAJOR/CONCENTRATION**—Choose your major(s) from this list to find employers looking specifically to hire within your area of study. You can select multiple by holding down the Ctrl key and clicking on the majors you would like to be displayed.

4. **SHOW ME JOBS...**—Choose “Posted by My ACS Only” to see jobs posted by Advising & Career Services only. These will likely be Portland-area positions. You can see jobs posted by other entities as well by choosing “From All Available Sources.” The latter will likely show you jobs in other states in addition to Oregon jobs.

Another great feature of CareerConnect is “Save Your Search.” After doing a custom job search, “Save Your Search” will appear in the top left corner underneath “Search Results.” You can choose to have new postings that fit your criteria emailed to you directly and you can access the saved custom job search from the main page of CareerConnect on the bottom left corner whenever you log in.

**Questions? Let us know!**

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