

meets your particular needs is to contact the [University's Work/Life Resource Center](#) The Center is a free finder service available to full-time and part-time U-M faculty, staff and students.

EMPLOYMENT INFORMATION

Current University Employees

If you have a GSRA appointment with the University, **you will be required to certify your employment effort at the end of each term you worked.** Those required to certify will receive an email from the Cost Reimbursement Office asking them to complete the process. The email will provide detailed instructions to follow, requiring only a few minutes of your time. It is extremely important that you respond to this email. Certification of effort is a government mandated policy and failure to comply could result in a fine for the University.

Temporary Employment

While it is not recommended that full-time graduate students seek employment in areas that are unrelated to their field of study, there are sometimes opportunities for temporary and part-time employment. Work Study jobs, as well as other part-time or temporary positions, are generally posted on the [Student Employment website](#). Additionally, part-time or temporary positions may be posted through student e-mail groups.

Students who are hired by a faculty member as an hourly employee must complete the on-line employment application before employment paperwork can be processed. To complete the application, go to **“Wolverine Access”**; **“Student Business”**; **“Student Employment Application”** and follow the instructions. **Approval from your Faculty Advisor is required since your primary responsibility is to your education and research.**

Career Services and Resources

[The Engineering Career Resource Center](#) provides valuable free services to graduate students who are planning or undertaking the transition from graduate study to full-time employment. ECRC services include:

- On-campus recruitment by employers
- Curriculum vitae or resume development assistance
- Workshops on topics including interviewing skills and salary negotiation
- An online job posting system exclusively for U-M Engineering students
- Industry and employer profiles
- International student assistance

[The Career Center](#), on Central campus, also offers services to all University of Michigan students.

[NCEES](#) develops, administers and scores the examination for used for engineering and surveying licensure in the United States leading to the Professional Engineering credential.