

Seeking employment from a Professor?

- Do check UMR Department websites and bulletin boards for campus jobs for students.
- Do check the UMR Career Opportunities Center website for student job postings.
- Do an assessment of yourself by preparing a resume which includes your skills, experience, and education. Include classes taken specific to the area or department in which you are seeking employment. Include your advisor as a reference, with his permission. The Career Opportunities Center can provide assistance on resume writing.
- Do contact the professor by email or phone to arrange an appointment to discuss the possibility of employment. Do not just show up at the professor's office and ask for a job. No response usually indicates there is no interest in the applicant. Do not send blanket emails.
- Do review professor's web page prior to interview.
- Do be aware of the professor's research areas.
- Do bring a copy of your resume to the interview to leave with the professor.
- Do arrive early to provide time to become relaxed.
- Do present yourself in a professional manner. Dress appropriately (casual dress is usually acceptable). You should exhibit good grooming.
- Do present yourself with enthusiasm, poise, cheerfulness, flexibility, and a sense of humor.
- Do prepare good questions to ask the professor.
- Do be respectful of the professor's time. Give the professor an honest account of time you will be available to work.
- Do inquire about follow-up procedures.
- Do thank the professor for his or her time.