Posting Graduate Assistantships

How to request a Stout CareerLink account and post new graduate assistantships for students

UNIVERSITY OF WISCONSIN-STOUT

Requesting Access

• Find the request form at www.uwstout.edu/careers/fac_request.cfm
• Fill out form and check Post Graduate Assistantships. Click Submit.
• You will be emailed a username and password within one business day.

Access Your Account

• Navigate to the Career Services homepage at www.uwstout.edu/careers
• Click on Stout CareerLink in the menu on the left-hand side of page.
• Select Campus Employers as your login type.
• Login using the username and password that was emailed to you.

Posting New Graduate Assistantships

• Log into your Stout CareerLink account as a Campus Employer.
• Move your cursor over Jobs and click Add a New Job from the drop-down menu.
• Fill out the form with the appropriate position, contact, and posting information.
• Click Save to post the job. The posting will be reviewed and activated by Career Services.
• You will receive an email indicating that your job has been posted to Stout CareerLink.

View Current Assistantships

• In Stout CareerLink, move your cursor over Jobs and click All Jobs from the drop-down menu.
• You will see a list of jobs you’ve posted. Click the highlighted R to view resumes of students applying.
• Click Job ID to access the position for editing.
• Select Edit to open the section for editing.

CAREER SERVICES
University of Wisconsin-Stout, 103 Administration Building, Menomonie, WI 54751
7:30 a.m. - 4:30 p.m. Mon. - Fri. | 715-232-1601 | 715-232-3595 (fax) | careerservices@uwstout.edu | www.uwstout.edu/careers