First step is to set-up an account with the Career Center. There are 2 types of accounts.

1) **Faculty/Staff Account** – allows you to help students search for internships or jobs. If looking for an Assistanship choose:
   Jobs>Advanced Search>Graduate Assistantship>Search

2) **Employer Account** – allows you to post a position and hire a student.
   Please contact the Career Center - careercenter@towson.edu or (410)704-2233 to open up an employer account.

After you receive your user id and password, go to the Hire@TU web page. Choose Employers on right hand side to login. Choose the tab below to post your job:
My Jobs > New Job
Complete all the required fields.

Under **Position Information:**
**Organization Name:** Your Department Name

**Compensation Structure:** Stipend

**Wage/Salary:** (include Stipend amt. Only)

**Job Description:** (Important: List both Stipend $ and Tuition Waiver $ )

Under **Posting Information:**
**Position Type:** Graduate Assistantship

My Job>Job List
Allows you to view students applying for the position and to report hiring a student.