How to Search Job Postings

Career Account is a lifelong resource that is available to all Stern students and alumni. This online tool can be used to access job postings tailored to the Stern population.

If you are current student, you are able to access Career Account through Stern Links. If you are a degree holding Stern graduate, you are able to access Career Account through SternConnect.

**STEP 1:** Once you are signed into Career Account, mouse over Jobs select All Jobs.

Visit the CCWP
Henry Kaufman Management Center, 44 West 4th Street; 4th Floor Suite 4-140
Office Hours
Monday/Tuesday 10 a.m. to 7 p.m., Wednesday/Thursday 10 a.m. to 6 p.m., Friday 9 a.m. to 5 p.m.
ccwp@stern.nyu.edu • (212) 998-0235
STEP 2: A list of preliminary filters and current openings will appear. You can use these filters to conduct a general search.

For example, if you were searching for project-based work in consulting, you would enter “consulting” in the **Keyword** field and select “Project-based/Part-time/Semester Internship” in the **Position Type** field, and select **Search**. Postings matching your criteria will appear.

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STEP 3: To conduct a more specific search, select **More Options**

STEP 4: A list of additional filters will appear. You will use these filters to conduct more specific searches.

For example, you may be looking for full-time, general management positions in Texas. You would adjust the **Position Type**, **State**, and **Job Function** fields. Then you would select **Search**. A list of postings matching your criteria will appear.
STEP 5: Select the position title to view the detailed job description.

STEP 6: To apply for the role, review the details in the **Want this Job** section at the top, right corner of the screen.

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The section will list one of three methods to apply for the position

- Apply online (through Career Account)
- Direct email
- Apply through an external website

**STEP 6:** To apply online (through Career Account), select **Apply**.

You must have uploaded a resume to apply online through Career Account.

*Note:* If you do not see the **Apply** option and the company wants you to apply through Career Account, you will see a message prompting you to upload a resume. Refer to the **How to Upload a Document to Career Account** for instructions on how to upload your resume.

If you have any further questions, please call the CCWP at 212.998.0235 or e-mail us at ccwp@stern.nyu.edu.

We look forward to working with you throughout your career journey!