1. Log into your MyBSU/MyNTC
2. Under your name in the upper left hand corner, there is a dropdown list of resources. Click on “Connect2Careers”
3. You will then be brought to the Handshake Login page
4. You will then be asked to enter in your StarID & StarID Password
5. If you haven’t set up your profile yet, you will have to answer some questions about what type of job you are looking for. Complete the answers however you would like, this will not affect you for finding the Housing & Residential Life positions.
6. Once you established your profile, you will come to your landing page
7. At the top of the page, click on “Jobs”
8. In the search bar, you can type in either “Non-Returning”, “Resident Assistant”, “Peer Academic Assistant”, Apartment Building Manager”, or “Summer Host” then hit the enter button on your keyboard
9. Click on the job posting
10. You will then be brought to the application
11. You can scroll down to find more information about the job, the position description attachments, and the link to sign up for Carousel Weekend.

12. When you are ready to apply, click on the green “Apply” button on the right side of the page.

13. You will then need to upload your Resume, Cover Letter, and Unofficial Transcripts then click “Submit Application”.

14. You will then be brought back to the application but now it will say “Application Submitted”.

15. Then complete the Carousel Interview Selection Process Survey link and fill out the questions.

16. Once you complete the Carousel Interview Selection Process Survey then you are complete with the application process.

17. Then keep an eye out for your BSU/NTC email on **February 5th, 2020** for when your Carousel Interview date and location will be at.

For questions, please contact Nikki Nebosis at Nikki.nebosis@bemidjistate.edu.