Mt Mary University Recruiting: Career Connect

Mt Mary University’s Career Connect (MMUCC) allows you to post internships and full-time positions, register for career events and in general gain access to our talented students and alumni. Please visit the MMUCC Employer login at www.myinterfase.com/mtmary/employer.

SET UP an Account

New Users:
- Your organization may already have an account. Please click on “Click here to Register” to do a search to find your organization to see if your company has an existing account. If you cannot find your company, click on “Can’t find your organization?” and enter the required information. Please do not create duplicate accounts.
- Please complete all the fields. Required fields are marked by a red asterisk. Your account will be “pending” until it is approved by an administrator within 48 hours.

Registered Users:
- Please enter the Username and Password you established when you first set up your MMUCC account.
- If you are unsure of your Username or need assistance with this process, please call the Career Development Office at 414.258.4810 ext. 291. If you have forgotten your password, please call our office for your username. You will then go to www.myinterfase.com/mtmary/employer, click “Forgot Password” and a temporary password will be emailed.
- If you need to update your contact information, click on “My Profile”. If applicable, make sure your online application address is correct.

POST Full/Part-Time Positions, Internships, and Volunteer Positions

Employers are encouraged to post all of their career-related full and part-time positions, internships, and volunteer positions on our system. This is the best way to first connect with our students and alumni.

Post a new job:
- Select “My Jobs” from the menu bar, then click “New Job.”
- Under “Position Information,” enter all fields that are applicable, including your application instructions. Required fields are marked with a red asterisk. Please include as much detail as possible.
- Verify your “Contact Information” and make any necessary changes.
- Enter your “Posting Information.” You have the option to have students apply through MMUCC or apply to you directly.
- Click “Save.” Your job posting will be “pending” until it is approved by an administrator within a week.
- To view students who have applied, click on “View Activity” on the left hand side under “Page Functions.”

Repost a Job:
If you would like to re-post a position that has already been created, select “My Jobs”
- Click on “Job List” and then click on the “Job ID” number.
- Under “Page Functions” on the left hand side of the screen, choose “Copy Job.”
- Click “Edit” and make necessary changes, including position requirements (ex. graduation dates).
- Your job posting will be “pending” until it is approved by an administrator; within 2 business days.

Close a Job:
- To close an active job posting, click on “Close Job” on the left hand side under “Page Functions.”

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