HSC Student Employment – How to Apply

**Step 1** – Navigate to the Applicant Tracking System at <https://jobs.untsystem.edu>.
Log in or create a new account with your student email address (@my.unthsc.edu).



**Step 2** – Click on the “Search Internal Jobs” link in the side menu.



**Step 3** – Select “Student” as the Position Type and “Fort Worth” as the Job Location.



**Step 4** – Click on the title of the position you are interested in applying to. Read the Position Details. Click on the “Apply for this job” to create/submit your application.



**Step 5** – Once all fields are completed, click “Certify and Submit”.



09.2023