

APPLICATION INSTRUCTIONS



Go Online:

Access via the web at <https://jobs.jsu.edu>.



Search:

Search for job openings currently available.



Apply:

When you apply for a position, you will be asked to create and attach an application and supporting documents. You may be asked questions during the application process regarding your qualifications.



Create Application:

Enter all your personal information, employment and education history, references and electronically sign your name.



Manage:

Check the status of all jobs for which you have applied, add additional documents if you have not yet completed applying, or withdraw your application if you have changed your mind.



Log In/Log Out:

Log in using the user name and password that you created. Log out every time you leave the site.



JACKSONVILLE STATE UNIVERSITY
Office of Human Resources
700 Pelham Road North
Jacksonville, AL 36265

ADDRESS SERVICE REQUESTED

63-12 University Publications 2/12

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JSU
Permit #2

Scan the QR code to visit us online at:

<http://jobs.jsu.edu>



www.facebook.com/jacksonvillestateuniversity

www.twitter.com/jsunews

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JACKSONVILLE STATE UNIVERSITY

ONLINE EMPLOYMENT SYSTEM

Welcome to Your Future

Office of Human Resources
(256) 782-5007



WELCOME!

Thank you for your interest in employment at Jacksonville State University. The Online Employment System allows you to search JSU postings, apply for open positions and submit supplemental application materials online.

The purpose of this brochure is to provide you, the applicant, with information regarding the Online Employment System and to help you with instructions on how to use the system.

POSTING INFORMATION

The Job Opportunities listings are updated daily and can be accessed via the web at <https://jobs.jsu.edu> or by following the Job Opportunities link on the Office of Human Resources home page at: <http://www.jsu.edu/hr>.

APPLICANT DEFINITION

In order to be considered an applicant, you must complete and submit an online application for a specific position in JSU's Online Employment System. Paper applications, emails, and faxes will not be accepted.



FREQUENTLY ASKED QUESTIONS

How do I find out what jobs are available at Jacksonville State University?

You have 24/7 online access to our Online Employment System thru the Internet at: <https://jobs.jsu.edu>.

How do I apply for a job?

You may search for openings at <https://jobs.jsu.edu>. Once you have selected a position, you must create a username and password in the online system, create an application and attach it and supporting documents to the selected posting.

Who will see my stored documents?

The system allows you to create an application and confidentially store supporting documents. You may store different versions of resumes or cover letters, etc. Only you will have access to the stored supporting documents. Only those documents that you attach to a specific posting will be viewable by administrators and supervisors.

How can I make changes to my application?

You may edit your application at any time for new postings. Edits will not affect positions for which you have already applied.

Can I attach documents relevant to my application?

Yes, you will have the opportunity to attach only requested documents. For staff positions, these may be a cover letter, resume, or transcripts. For faculty positions, these may be CV, teaching philosophy, cover letter, or transcripts. While these are the most commonly asked for supplemental documents, we may request other documents as well.

Can I apply for more than one position at a time?

Yes, you are invited to apply for as many positions as long as you meet minimum qualifications. Your application may be edited for each position to include updated experience, references, etc.

How will I know if a position for which I applied has been filled?

You will receive an email when a position for which you have applied has been filled. You may also check the status of your application by logging into the system and viewing the listing of positions for which you have applied. Once a position is filled, its status will change to "position filled."

What if I don't have access to a computer?

Computers are available at the Office of Human Resources, Room 329 Bibb Graves Hall from 8:00 a.m. – 4:00 p.m. or at any public library.

