



Frequently Asked Questions

Where can I find a list of available job openings?

You can view current job openings for Adjunct Faculty, Administrative and Professional Faculty, Instructional and Research Faculty, Classified Staff, Non Student Wage, Student Wage, and Graduate Assistant employment opportunities at jobs.gmu.edu.

For additional Student Wage vacancies, please visit <http://careers.gmu.edu/>.

What is the difference between the job types? You can learn about the various job types by going to [Type of Positions](#).

What benefits are available?

For information regarding benefit programs you may go to hr.gmu.edu/benefits.

What is it like to live in Northern Virginia and the surrounding area?

You can learn more about Northern Virginia by going to <http://www.bing.com/places/search?q=Washington%2c+DC&qvpt=washington+dc&FORM=ATRCCL>.

You can learn more about Fairfax County by going to <http://www.fairfaxcounty.gov/>.

How can I learn more about working at George Mason University?

You can learn more about the working for the university by going to <http://hr.gmu.edu/employment/reasons.php>.

How do I apply for job openings?

You must apply to the specific job opening(s) you are interested in through the online applicant tracking system at jobs.gmu.edu. Only applicants who apply online through the applicant tracking system will be considered for employment.

Can I mail/email an application or resume to Human Resources or the Hiring Department?

Only applications and/or resumes submitted through the online applicant tracking system at jobs.gmu.edu will be considered for employment. Unsolicited applications/resumes for unspecified positions will not be accepted.

What if I need assistance with the application process?

Please notify the Hiring Department or Human Resources prior to the application close/Full Consideration date if you need assistance with the application process.

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

Computers are available in the Human Resources Office on campus. Most local libraries also have computer access for people who need to complete the online application. The Virginia Employment Commission or other similar state workforce centers also have computer access for folks who need it.

What does the 'Close Date' or 'Full Consideration Date' mean in the job advertisement?

A 'Close Date' means that the advertisement will no longer be available on the job site and applications will not be accepted after the close date. A 'Full Consideration Date' means that the hiring department will start screening applications on this date and preparing for the interview process. If a viable candidate is found during the initial review, applications submitted after the 'Full Consideration Date' may not be considered.

How many jobs should I apply for?

Only apply for jobs you believe you are qualified for. All jobs have a minimum qualification section in the advertisement. You should make sure that you meet these qualifications. Applying for multiple jobs will not improve your chances of being hired. Interviews are offered based on prior demonstrated experience and/or education required for each specific position.

How do I create an online account to apply for jobs?

Please visit <http://hr.gmu.edu/employment/docs/AQuickGuideforApplyingatMason.pdf>.

Can I copy and paste information from another document into the online application?

Yes; for example, you can copy and paste the information from a Word document directly into the appropriate fields in the application form. Keep in mind that some formatted objects such as • or ○ may not format properly in the online version. You may need to make slight edits.

How do I update my application online?

To update your application, go to jobs.gmu.edu and click the 'Login' button at the top left sidebar. Applications may only be updated before it is certified and submitted. Once you have certified and submitted your application to the job posting, you will not be able to edit or update your application and will need to email jobs@gmu.edu with the specific document and job details.

Can I submit a resume through the online application process?

Yes, the applicant tracking system allows you to attach a resume and/or other documents at a specific step in the application process. You should have your resume and any other documents ready before starting the application process so you can attach the document when asked. The system does limit the file size of the document attached but this should not affect most submittals.

Can I reuse my online application for multiple job opening?

Yes, once the application is saved it will be available for you to use multiple times. When you select 'Apply to this Job' the system will upload your information to the application, at this time you may edit your application. You will need to attach the documents to each job you apply for. It is highly encouraged that applicants review each section of the application and their answers each time when applying for a new position. Once you have certified and submitted your application, you cannot edit your application and will need to email jobs@gmu.edu with the specific document and job details.

Can I edit my application after I apply?

No, once you submit your application materials your documents are locked and cannot be edited. Once you have applied to the job posting, you cannot edit your application or update your documents and will need to email jobs@gmu.edu with the specific details that need to be changed/updated.

How long does it take to fill a job vacancy at George Mason University?

Some jobs are filled quickly while others may take a few months. Many factors go in to creating a timeline such as availability of the search committee members, applicant schedules, room availability, and others. Only applicants selected for an interview will be contacted. All applicants should receive an email notification once the position has been filled. You can view your status online by logging in to your account at jobs.gmu.edu and clicking on 'Login' at the top left sidebar.

Will I hear from Human Resources or the Hiring Department after I apply?

Only those selected for an interview will hear from the Hiring Department. You can view your status online by logging in to your account at jobs.gmu.edu and clicking on 'Returning User – Login' at the top right sidebar. 'In Progress' means the search is still underway and no offer has been accepted. 'Position Filled' means that an applicant has been chosen and hired. 'Position Cancelled' means that the department has decided to cancel the search at this time and a finalist will not be selected to fill the vacancy.

How does the application screening process work?

The Hiring Department will review applicants and screen the application/resume against the minimum and preferred qualifications listed in the job posting on jobs.gmu.edu.

Will I be interviewed for each job I apply for?

No, only the most qualified applicants will be referred for interviews. It is very important that your application reflect your education, training and experience. You must make sure that your application materials are appropriate and competitive for the position you are applying for.

Does everyone who applies get an interview?

No, only the most competitive applicants will be interviewed for a job. Each applicant pool is different, so you may be extremely competitive in one applicant pool but not another for the same job type because of different applicants in the different pools.

What type of interview should I expect?

The type of interview will depend on the Hiring Manager. Some departments may do phone interviews first while others may invite the finalists in for a face to face interview. Some interviews may be 30 minutes in length while others may take multiple days. Some departments use panel interviews while other departments may use a series of individual interviews.

How can I follow up on my status?

You can view your status online by logging in to your account at jobs.gmu.edu and clicking on Login' at the top left sidebar. If you feel you need to make contact with the hiring manager or the department, please use good judgment in determining the way you contact and the number of times you follow up. 'In Progress' means that the search is still underway and no job offer has been accepted. 'Position Filled' means that an applicant has been chosen and hired. 'Position Cancelled' means that the department has decided to cancel the search at this time and a finalist will not be selected to fill the vacancy. Please email jobs@gmu.edu for any additional concerns.

If hired, what I should I do to prepare for the first day?

New hires can go to <http://hr.gmu.edu/welcome/> or contact [Human Resources](#).

If I'm a Mason student, how do I apply for Student Jobs?

Most student jobs are filled directly through the hiring department and not through Human Resources. Some departments will advertise student jobs on their own websites or through <http://careers.gmu.edu/>

Are full-time or part-time student's eligible for staff jobs?

Yes, most full-time staff positions require you to work 40 hours per week from 8:30 a.m. to 5:00 p.m. Monday - Friday. The faculty and staff jobs advertised through Human Resources will not usually fit into a student's academic schedule.

As a student, am I limited in the number of hours I can work each week?

Yes, full-time students have to receive special permission from their academic associate dean to work more than 20 hours per week. Some departments have set limits on the hours a full-time student can work. International students are limited to working a maximum of 20 hours per week.

What should I do if I still have questions?

For additional questions, please contact Human Resources at jobs@gmu.edu.