How Do I Find Vacant Positions in my Department?

Step 1: Open a browser and login to BUworks portal: [http://www.bu.edu/buworkscentral](http://www.bu.edu/buworkscentral)
Step 2: Click on Manager Self Service/Payroll Coordinator Tab
Step 3: Click on Organizational Profile

Step 4: In the Position Holders section, you should find a list of occupied/vacant positions.