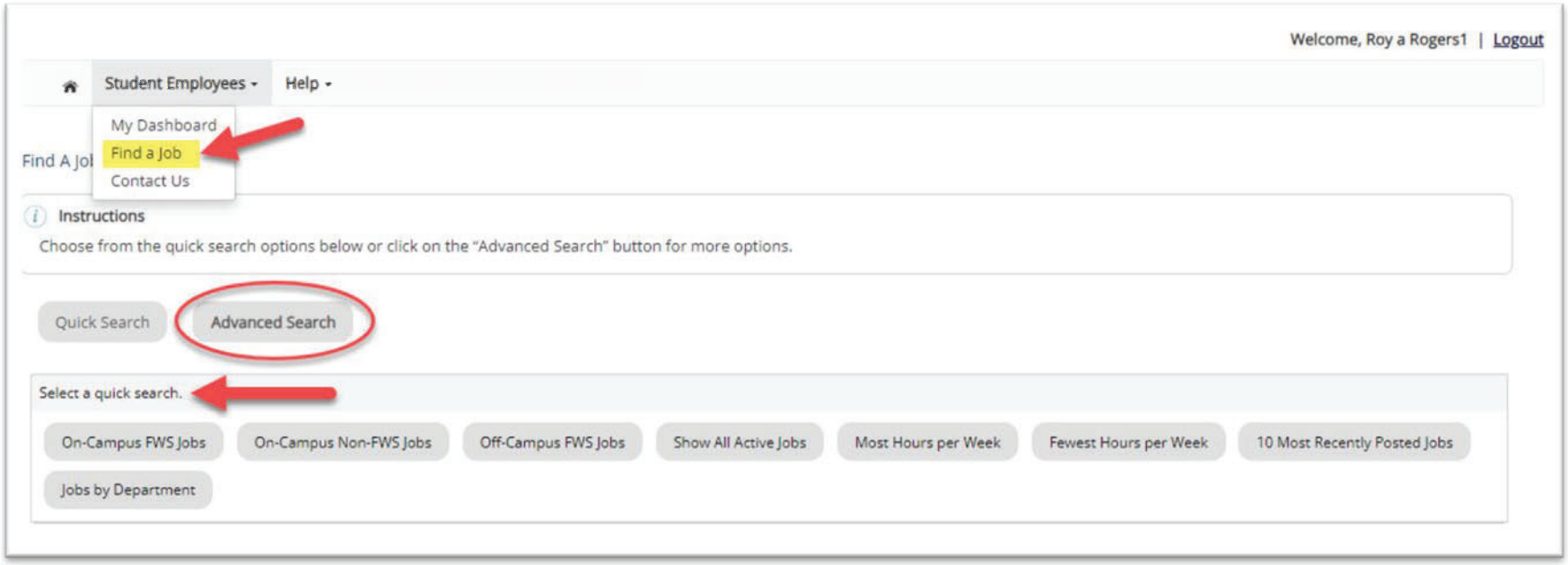
Find a Job

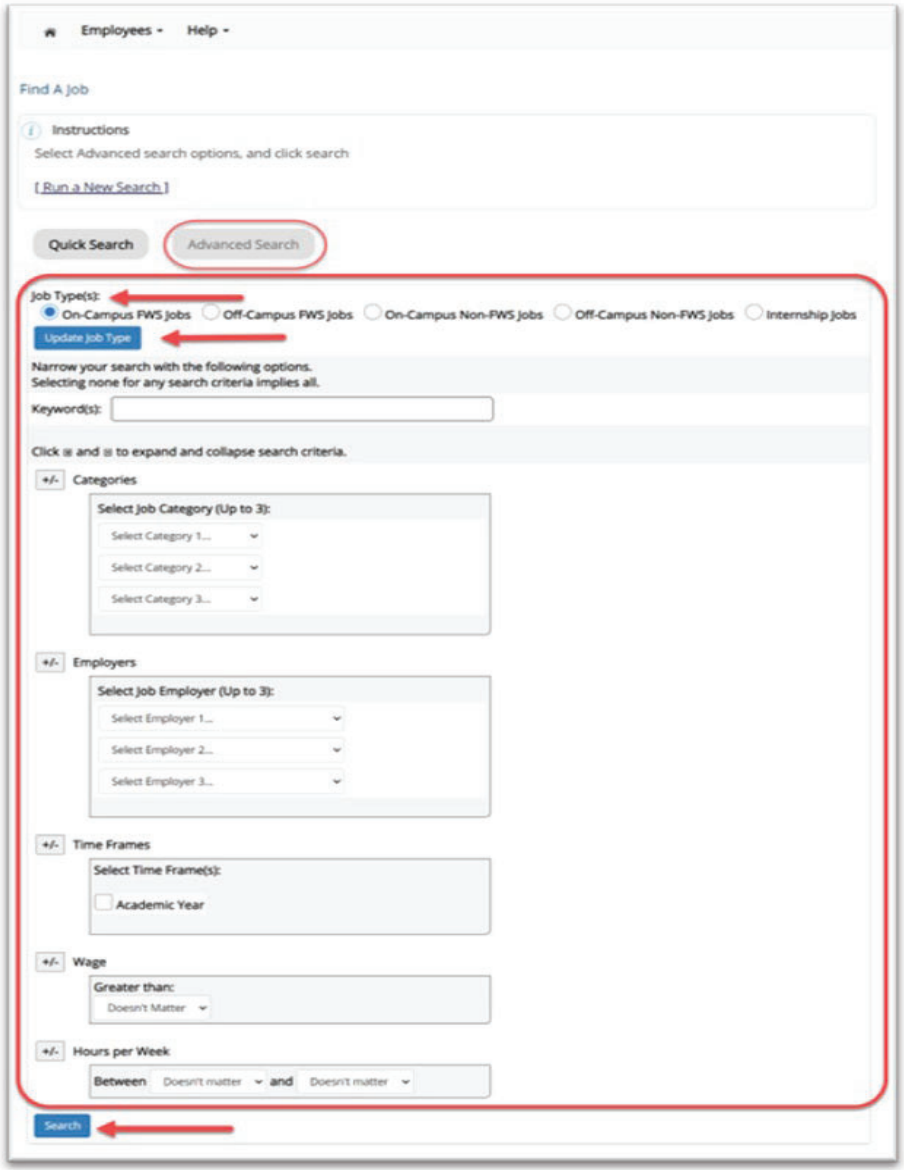
Quick Search



- Click the 'Find a Job' function from the Employees Menu.
- Select a specific pre-defined 'Quick Search' you would like to utilize to find a job.
- Otherwise, to define your own custom job search filters click 'Advanced Search'.

Advanced Search

- Click the '**Advanced Search**' button to define your own job criteria you wish to search.
- Advanced Search enables you to search for jobs by the following:
  - Search by Job Type Population (Graduate Teaching and Research, On-Campus Jobs, Off-Campus FWS Jobs, etc.)
  - Keyword(s) Search
  - Job Category, Employers/Department, Time Frame, Wage, and Hours per Week



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Apply for a job

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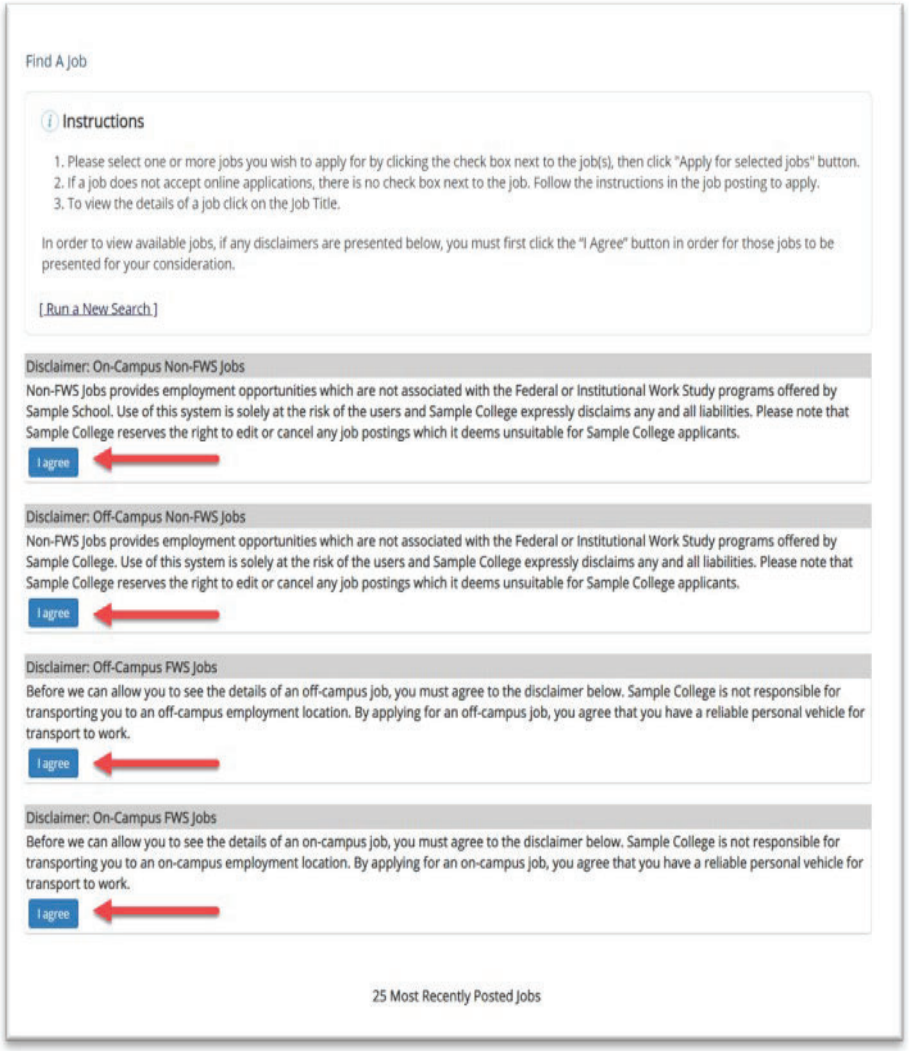
Disclaimer Statements

- In order to view available job listings, you are required to review and agree to one or more disclaimer statements.
- A disclaimer statement will be presented for all Job Types you selected.
- After you've successfully reviewed the applicable disclaimer statement(s), you will be required to click the '**I agree**' button(s) before any available jobs of that Job Type population will be presented.
- Also, you will only view jobs that you are eligible to apply.



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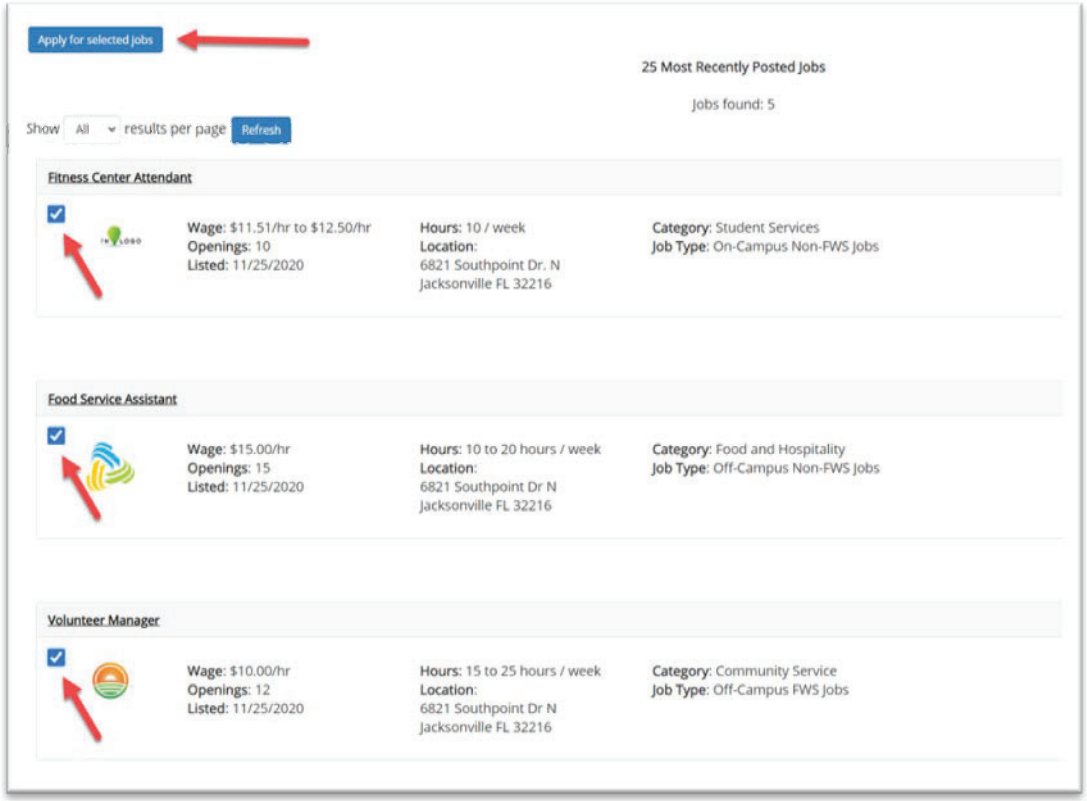
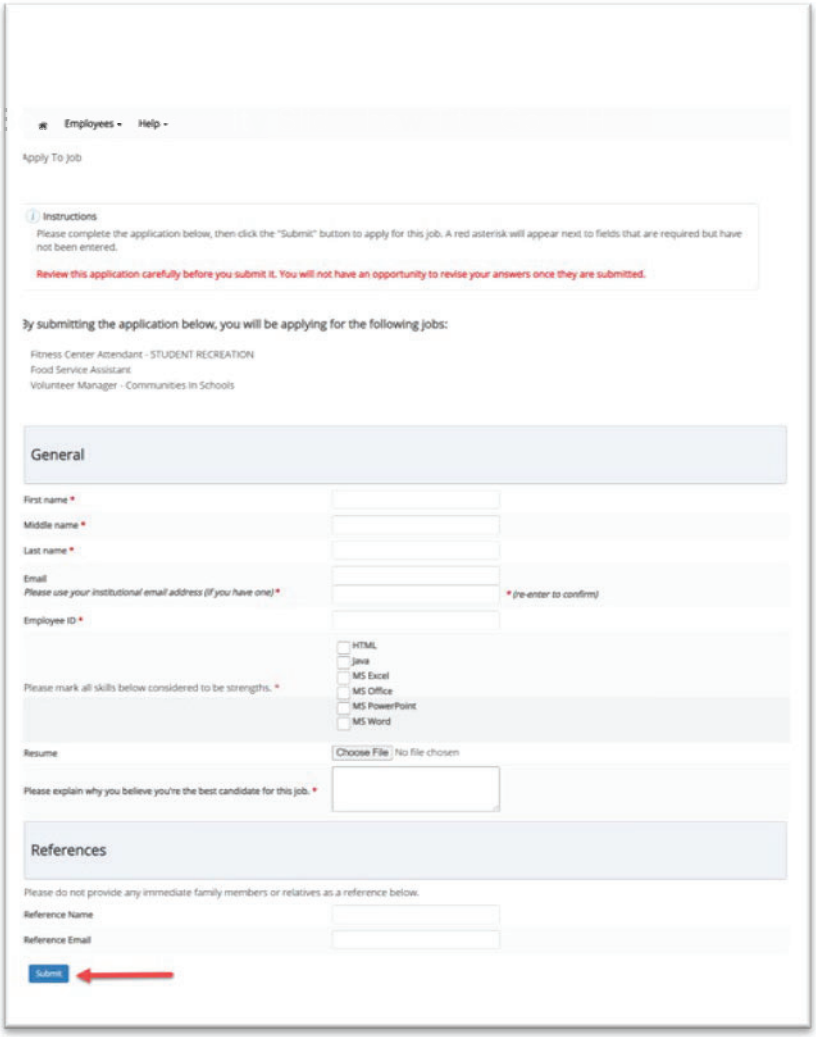
Apply for a Job with One Click



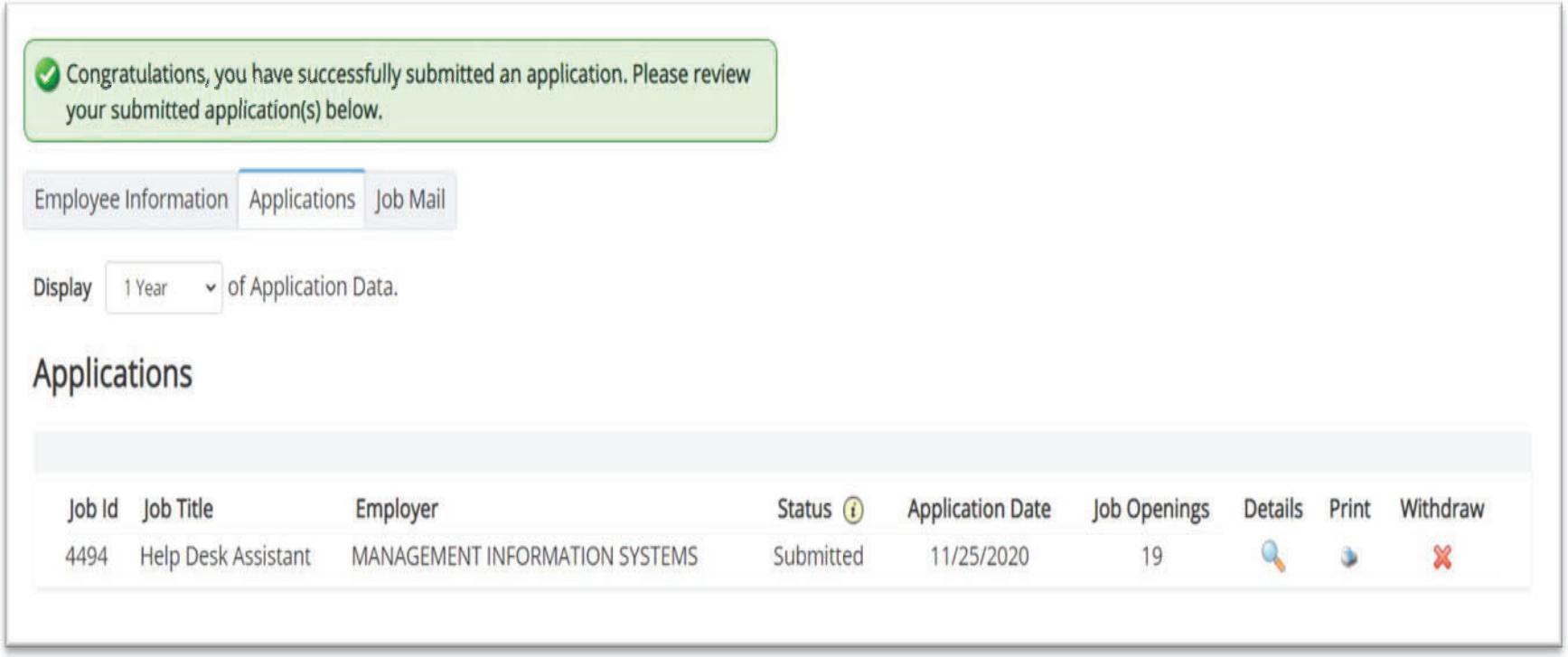
- Simply **click the box** next to the jobs you wish to submit an application.
- Then, **click** the 'Apply for Selected Jobs' button.

Job Application



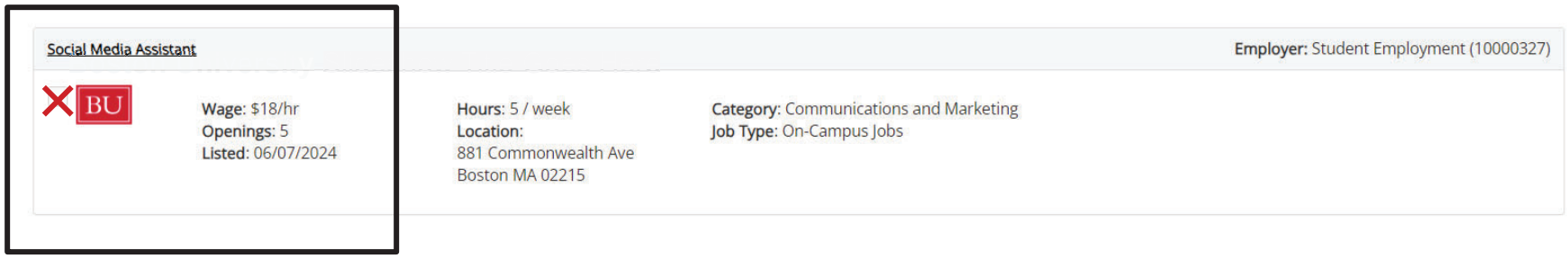
- Complete the questions on the application.
- Fields with a red asterisk are required to be completed before your application can be successfully completed.
- Some of the fields may have information pre-filled. Please be sure to review and update the information as needed.
- You may upload a resume for the hiring employer to review, if desired. In order to do so, browse to that file on your computer and click ‘Open’.

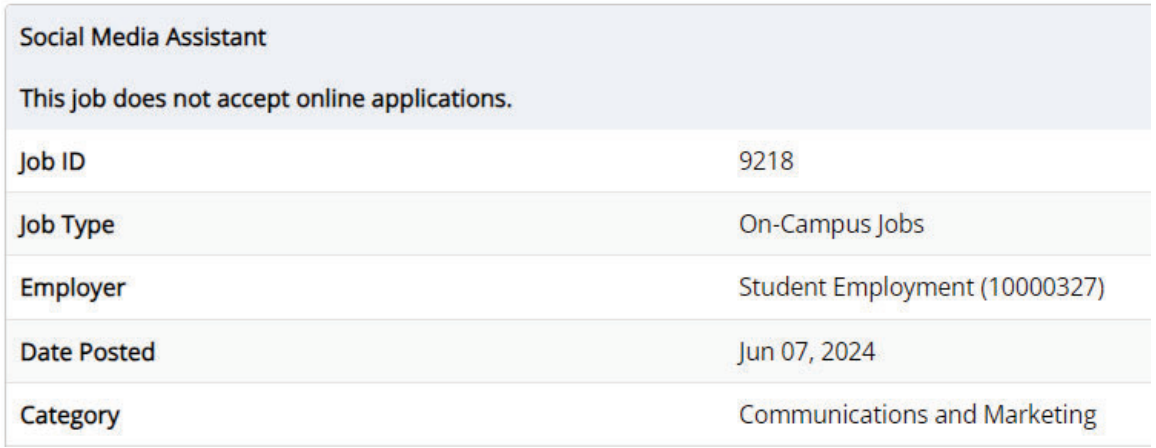
Application Successful Submitted



- Your application is successfully submitted when you received the Congratulations message.

Job Listings without Applications



Some jobs may not accept online applications through the JobX Job Board.

In these instances, please refer to the listing details for additional instructions and information on who to contact.