Find Jobs
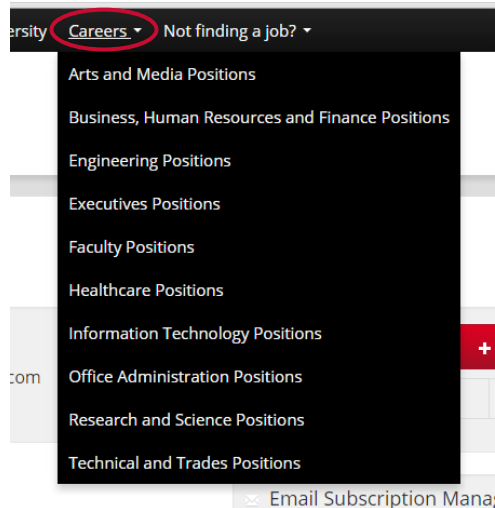
To apply for a current opening, click Careers in the top menu bar and choose the type of job you are seeking from the topics listed.

You can also click Not Finding a Job? and choose View All Jobs for a complete listing of all current job openings.

To search for specific words in the title or job description, type a keyword or requisition number in the Search by Keyword box.

TIP: If you have a Requisition number you can type it in the Keyword box to be instantly taken to the job opening you seek.

Apply Now!

Once you've set up your user Profile it's easy to apply. While in your Profile go to Job Search, input the Requisition ID (if known) or keywords in the title or job description and click View Jobs. The jobs matching your criteria will appear on the right. Under Select Action you can choose to Apply, Apply with LinkedIn, Save the Job for future reference or Email to a Friend.

TIP: Make sure you read the job posting carefully and follow the directions. If the job requires you to submit specific items, you will need to upload those documents into your profile in order to be considered for the job.

Once you click Apply you will be taken to your Profile page—double check that the information is correct. If you have not done so, you can upload your resume and cover letter her. Make sure you click Save if you make any changes and then click Next to move forward.

The next page asks specific questions regarding your application. Make sure you complete any field marked with an *. When done be sure to click Save and click Apply.

You're done!

You can track the progress of your application at any time by logging into your Profile and viewing your applications under Job Management.
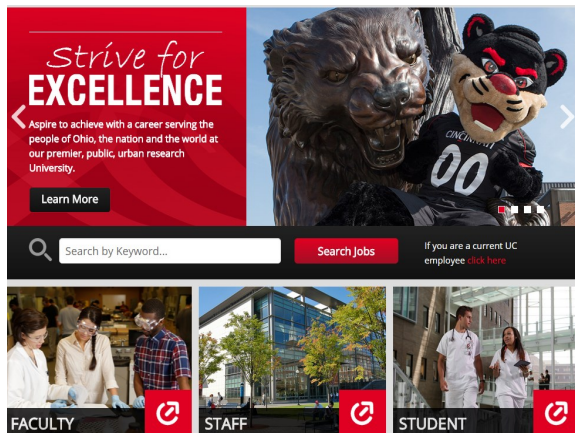
SUCCESS
starts here.

Applying for a new career is just a *click* away!

Visit jobs.uc.edu to apply today.

UNIVERSITY OF Cincinnati

Strive for EXCELLENCE

Aspire to achieve with a career serving the people of Ohio, the nation and the world at our premier, public, urban research University.

Learn More

Search by Keyword...   Search Jobs

If you are a current UC employee click here

FACULTY   STAFF   STUDENT

SUCCESS starts here.

Your job search at the **University of Cincinnati** just got easier! Our new career site and universal applicant profile allows our users to quickly and easily search and apply for, new job openings from the convenience of your computer or mobile device. Our cloud-based applicant system provides UC job seekers with the latest technology and the ability to:

- Create one applicant Profile and apply for unlimited positions,

- Upload a resume, cover letter and any other required documents,

- Set up Job Alerts and have new job openings come directly to your email,

- Get updates on your application progress at anytime, anywhere!

TIP: Before creating a user Profile, it is recommended that you use **Mozilla Firefox** as your Web browser for optimal performance.

Get Started

Set up your user Profile by visiting our new career site at **JOBS.UC.EDU**. Choose Sign In from the top black menu bar - Sign In is on the right side.

Sign in
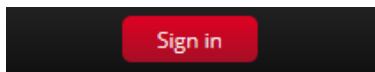
Click New Member and provide your login information—*make sure you write this down for future access to your Profile*.

TIP: Only one application is needed—creating multiple accounts does not increase your chances of hire and can cause errors.

If you want new job openings to come directly to **you** via email, fill out the Job Alerts section by clicking + Add / Edit Job Agent. You'll be asked to include keywords for the types of jobs you are interested in seeing. If a job opening is posted matching those keywords you will immediately receive an email with a link to apply.

TIP: For more **Job Alert** results, try to keep your keywords general.
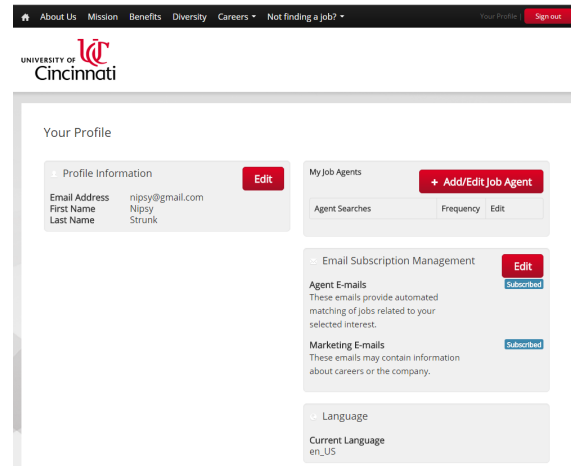
By clicking Next you'll be taken to a new screen showing you all of your Job Alert choices.

That's It!

It's just that easy. Now that you have a Profile you can apply for jobs anytime and anywhere.

University of Cincinnati—Main Campus

Human Resources

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For Website Assistance:
(513) 556-6381 | Recruiting@uc.edu

Visit us on the web: **www.uc.edu/hr**