

Applicant Process

1. Once live external candidates can visit the career site, Search for any open positions by title or department, or click Search icon to view all vacancies.



Employment Opportunities:

Faculty Recruitment:

To view vacancies, you can either search by Title or Department. To browse all openings,

Search Jobs



Create Job Alert

Search Jobs



Create Job Alert | Share Search

- **Biology-Assistant Professor**
- **Business Law- Instructor**
- **Physics-Professor full (tenure track)**

Apply Now

[Terms of use](#)

Refer Job:



[Add to Saved Jobs](#)

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Position Title: Business Law- Instructor

Department: 22|College of Business Administration


Responsibilities:

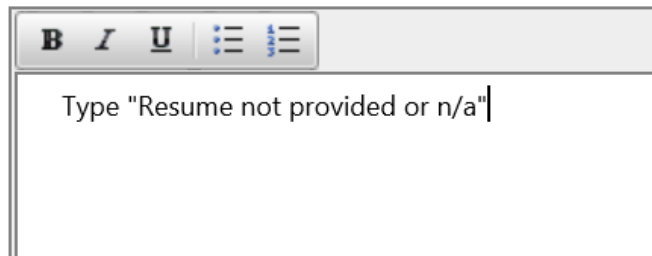
Teach undergraduate courses in Business Law. The applicant must be professionally qualified to teach in the field.

In this position, the applicant will play a key role in student engagement by proactively leading the department's mission in organizing experiential learning activities of students. Applicants are primarily teaching-oriented, a commitment to demonstrate intellectual competence, scholarship and professional development.

Qualifications:

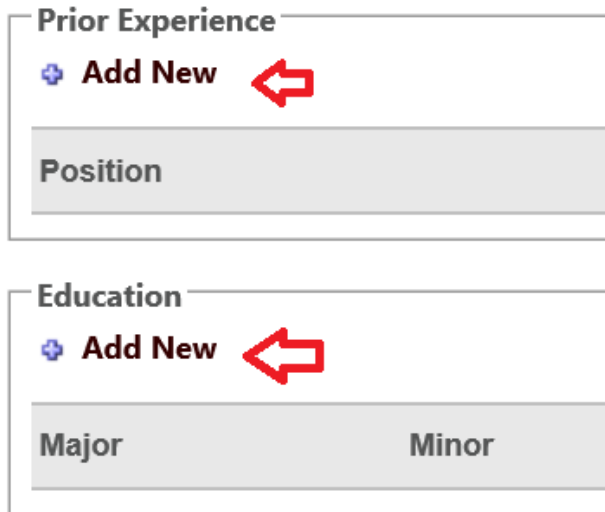
The applicant must possess a Juris Doctorate

- Candidates can apply by clicking the job title, which opens the application, and has them complete demographic data, upload resume/CV/Cover Letter etc. System should parse resume data, and pull most of that into system, saving the applicant time. Up to 10 attachments can be uploaded by applicant.
- IF candidate does not have a resume/CV, they can follow the screenshot instructions below, which will allow them to bypass resume parsing:
 - Use my existing Resume/CV (View - )
 - Upload a Resume/CV from my computer
 - Write or Paste a Resume/CV




The screenshot shows a text editor interface. At the top, there is a toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List, and Numbered List. Below the toolbar is a text input field containing the text "Type 'Resume not provided or n/a'".

On next screen click the plus buttons to manually edit, then click acknowledgment box before proceeding to the next step.



The screenshot shows two sections of an application form. The first section is titled "Prior Experience" and contains a blue plus icon followed by the text "Add New" and a red arrow pointing left. Below this is a grey input field labeled "Position". The second section is titled "Education" and contains a blue plus icon followed by the text "Add New" and a red arrow pointing left. Below this are two grey input fields labeled "Major" and "Minor".

I understand that selecting next will save
 Check off Box

- They'll click through the application until the complete all sections, then click submit application.

Applications cannot be amended once submitted; however, the vacancy should include contact information for candidates. Applicants can track the status of submitted applications via their applicant profile.



My data is searchable for other positions.

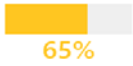
My Tasks

Pending ▾

You do not have any pending tasks

Application Status

In Progress ▾



Biology-Assistant Professor

Req ID: . Last Modified: 9/22/2017 Review Status: Not Submitted