

Utah State University
Human Resources

To find position and apply for job

HOME
SEARCH POSTINGS
CREATE APPLICATION
LOGIN

• **USU HOMEPAGE**
• **HUMAN RESOURCES HOMEPAGE**
• **CACHE CHAMBER OF COMMERCE**
• **LOGAN GO-UTAH.COM**
• **LOGAN CITY-DATA.COM**
• **LOGAN NEWQUESTCITY.COM**

Welcome to the career site for Utah State University!

Willkommen, Bienvenue, Recepción, il Benvenuto!


Thank you for your interest in working with Utah State University

New Users

- To search positions, click the **Search Postings** link at left.
- To apply for a job, click the **Create Application** link at left, then follow the directions.

Returning Users

- Click **Login**, and enter your username and password
- This enables you to:
 - Edit your existing application.
 - Apply to new jobs without re-entering your application information.
 - Review the status of positions you have applied to.



Internet 100%

- This is the first page after you press Employment
- New or Returning Users can press SEARCH POSTINGS to find the position and apply for the specific job

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Utah State University is an affirmative action/equal opportunity employer; prohibits discrimination on the color, religion, gender, national origin, age, veteran status, sexual orientation, or disability; and is sensitive to dual-career applicants. The University was chosen as a National Science Foundation ADVANCE Gender Equity recipient. We are dedicated to recruiting stellar candidates from a diverse pool including women, minorities, and people with disabilities. USU offers competitive salaries and outstanding medical, retirement and professional development opportunities.

Utah State University is a Carnegie Doctoral/Research University/Extensive school of more than 20,000 students in a mountain valley 90 miles north of Salt Lake City. Opportunities for a wide range of outdoor activities are available. Housing costs are at or below national averages, and Cache Valley provides a supportive environment for a balanced personal/ professional life. Ski resorts, lakes, rivers, and mountains in the area make it one of the most beautiful recreation environments in the world.

If you require assistance, please contact the Human Resources Department at (435) 797-0216, or email jobs@usu.edu.

Choose a category and press Search

Search Postings

Req ID	<input type="text"/>	Position Title	<input type="text" value="Any"/>
Category	<input type="text" value="Any"/>	Department	<input type="text" value="Any"/>
Part-Time or Full-Time	<input type="text" value="Any"/>		

- Choose the category and leave everything else as **ANY**
- Press SEARCH or CLEAR RESULTS to check other categories

Job Site - Windows Internet Explorer

https://jobs.usu.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=12548618395

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Search Results

10 Records

Position	Job Open Date	Department
Staff Assistant II View	10-01-2009	VP for F
Coord. of Programs II - Application Processor/Evaluator View	09-24-2009	Admi
EFNEP Nutrition Assistant III - Spanish Speaking - Salt Lake County View	09-24-2009	Nutrition and Food
Coordinator of Programs II View	09-18-2009	Utah Conse
Staff Assistant III View	09-15-2009	Ath
Coordinator Service III View	09-09-2009	Fac
Facilities Service Rep SR View	09-02-2009	Taggart St
Staff Assistant III View	08-28-2009	Laboratory Animal Re
Facilities Service Representative II View	08-20-2009	Taggart St
Lab Technician SR View	08-20-2009	Nutrition & Foo

javascript:void(0);/* 168984 */

Internet 100%

- To view a specific job description, press “**View**” (below the title of the position of interest)

UtahState UNIVERSITY Human Resources

Job Details

[Return to Search Results](#) [Printer-Friendly Version](#)

APPLY FOR THIS POSTING

Position Information

Category	Non-exempt
Part-Time or Full-Time	Less than 100% time
College/Unit	Research
Department	VP for Research
This position requires a background check	Yes
Requisition Number	051865
Position Title	Staff Assistant II
	This position will provide support for the Vice President for

- To apply for the specific position, press **APPLY FOR THIS POSTING**

Job Site - Windows Internet Explorer

https://jobs.usu.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=12548618395

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Login to Continue

[Return to Posting](#)

New Applicant:

New applicant

[Fill out a new Application](#) if you have not yet completed an application using this system.

Existing Users:

If you already have an electronic application on file, please login to the site with your User Name and Password.

User Name:

Password:

Enter Username and Password

[I Forgot My Username/Password](#)

Done Internet 100%

- If **new** applicant press: Fill out a new Application
- If already have a user name and password enter the information
- Press LOGIN

Job Site - Windows Internet Explorer

https://cs207.peopleadmin.com/applicants/jsp/shared/frameSet/FrameSet.jsp?time=1233357892609

Utah State University
Human Resources

PERSONAL INFORMATION Page 1 of 5

Personal Information	
First Name:	Imaybe
Preferred Name:	
Middle Name:	
Last Name:	Getthejob
Address:	Earth Dr 123
City:	Logan
State (enter NA if a non U.S. address):	UT
Zip Code:	84321
Country:	USA
Primary Contact Number: <i>(include area code)</i>	
Message/Cell Phone Number: <i>(include area code)</i>	(435)111-2222
Work Phone Number: <i>(include area code)</i>	(435)111-3333
May we contact you at work?	Yes

Fill out Personal information

Internet 100%

- Complete or Review information and make changes if necessary

Job Site - Windows Internet Explorer

https://cs207.peopleadmin.com/applicants/jsp/shared/frameSet/FrameSet.jsp?time=1233357892609

Utah State University
Human Resources

Email Address:
(If you do not provide an email address, we will not be able to send email notifications regarding your application status.)

Will you be able to become eligible to work in the United States if you are offered the position? Yes

High School Education Information

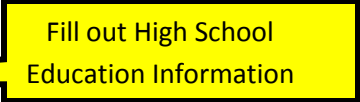
Name of High School:	Nevada High School
City:	Las Vegas
State:	NV
Country:	USA
Name While Attending: (if different from current name)	
Did you graduate?	Yes

DEMOGRAPHIC INFORMATION Page 2 of 5

Voluntary Demographic Data

Gender:	Female
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Internet 100%



- Complete High School Education Information
- Demographic Information (**Voluntary**)

Job Site - Windows Internet Explorer

https://cs207.peopleadmin.com/applicants/jsp/shared/frameSet/FrameSet.jsp?time=1233357892609

Utah State University
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Gender:	Female
Race:	Pacific Islander

Utah Veteran's and Disabled Veteran's Preference

To qualify for preference under the **Utah Veteran's Preference for Career Service Act**, you must meet at least one of the criteria below.

To qualify for a five (5) percent preference, you must be:

- #1 An individual separated or retired under honorable conditions having served on active duty in the armed forces for more than 180 consecutive days, or
- #2 An individual separated or retired under honorable conditions who was a member of a reserve component who served a campaign or expedition for which a campaign medal has been authorized, or
- #3 An individual incurring an actual service-related injury or disability whether or not that person completed 180 days of active duty, or
- #4 An unmarried widow or widower of an individual who meets the definition of #1, #2, or #3.

To qualify for a ten (10) percent preference, you must be:

- #5 A disabled veteran separated or retired under honorable conditions, or
- #6 A purple heart recipient, or
- #7 An unmarried widow or widower of an individual who meets the definition of #5 or #6.

I qualify for Veteran's Preference based upon criteria # I do not qualify

NOTE: If you claim veteran's preference, you will be required to provide proof of your eligibility (i.e.,

Review Utah Veteran's eligibility

- Verify if you meet any Veterans qualifications or choose “I do not qualify”

The screenshot shows a web browser window with the URL `https://cs207.peopleadmin.com/applicants/jsp/shared/frameSet/FrameSet.jsp?time=1233357892609`. The page header displays "Utah State UNIVERSITY Human Resources".

The form content includes:

- EDUCATIONAL INFORMATION Page 3 of 5**: Shows 1 record with columns "Name of School" and "Year Degree Awarded". The entry for "Las Vegas University" is visible.
- EMPLOYMENT HISTORY Page 4 of 5**: States "No Records Found".
- ADDITIONAL INFORMATION Page 5 of 5**: Contains a table with two rows:

Do you have any relatives who are currently employed by Utah State University? (Working for, or supervising, a person closely related to you is against the law. Please refer to USU Policy 392 "Employment of Relatives.")	No
If yes, please list the relative's name and his/her relationship to you (to comply with Utah nepotism statutes). (If no, please enter N/A)	N/A

Yellow callout boxes highlight the following areas:

- Educational Information**: Points to the educational records table.
- Employment History**: Points to the "No Records Found" message.
- If you answer NO, type N/A**: Points to the "No" and "N/A" responses in the additional information table.

- Complete Educational, Employment History and Additional Information
- If you answer **NO** to any of the additional information questions, make sure to type **N/A** in each box

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(If no, please enter N/A)

Criminal History	
Have you been convicted of a felony offense in the last seven years?	No
If yes, please list the offenses for which you were convicted and the date of release: (If no, please enter N/A)	N/A

[Edit My Information](#) [View Nonexempt Application](#)

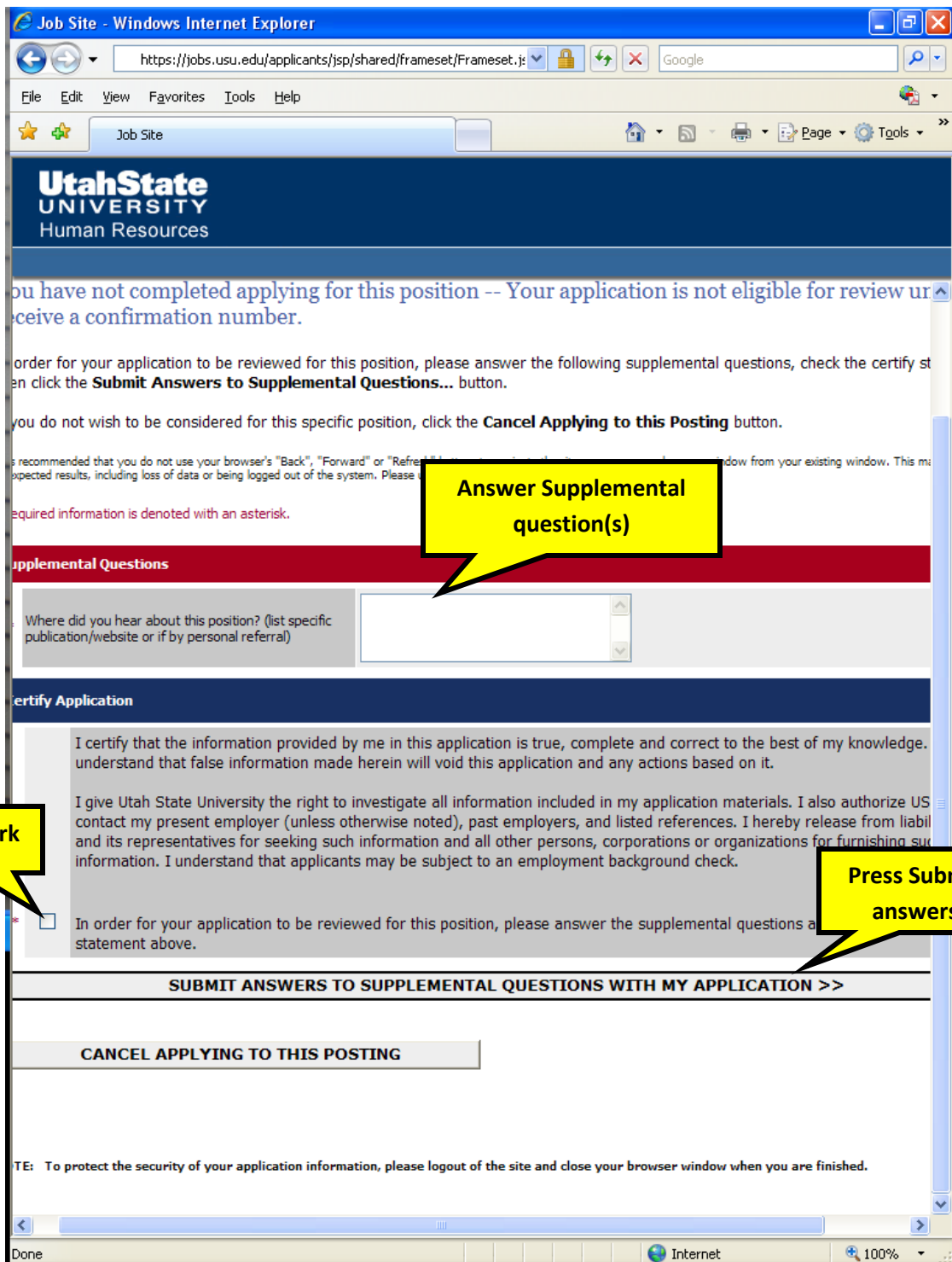
Application Status

I certify that the information provided by me in this application is true, complete and correct to the best of my knowledge. I understand that false information made herein will void this application and any actions...

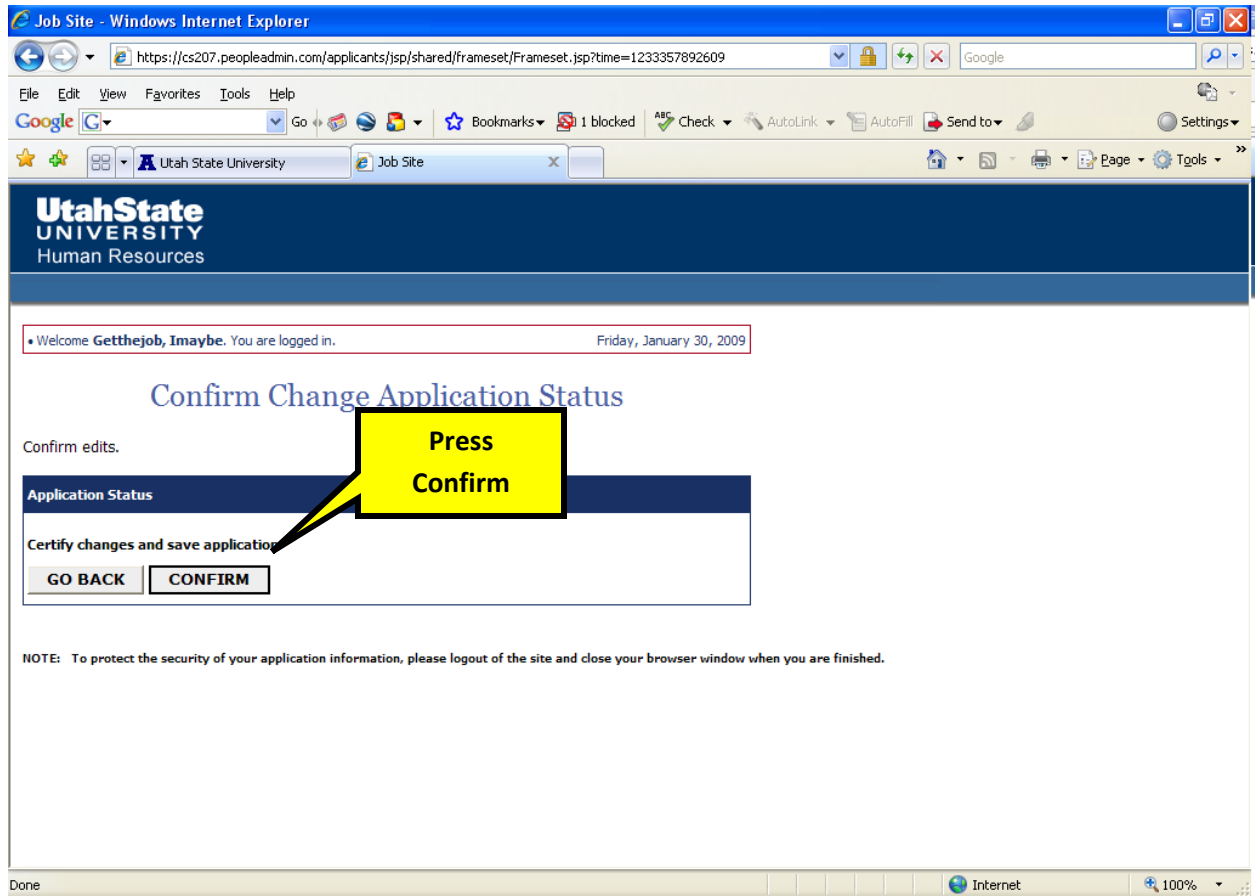
I give Utah State University permission to investigate all information included in my application materials. I also authorize Utah State University to contact my present employer (unless otherwise noted), past employers, and listed references for information. I hereby release from liability USU and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I understand that applicants may be subject to an employment background check.

Certify changes and save application

- If you answer **NO** to any of the additional information questions, make sure to type **N/A** in each box
- Check mark “Certify changes and save application”
- Press CONTINUE



- Answer Supplemental Question(s)
- Check mark the statement under Certify Application
- Press SUBMIT ANSWERS TO SUPPLEMENTAL QUESTIONS WITH MY APPLICATION



- Press CONFIRM

Job Site - Windows Internet Explorer

https://jobs.usu.edu/userfiles/jsp/shared/frameset/Frameset.jsp?time=1256232525422

UtahState UNIVERSITY Human Resources

Staff Assistant II

To attach a document to an applicant's application for **this** position, click the **Attach** link next to the type of document you wish to upload.

To remove a document from an applicant's application for **this** position, click the **Remove** link next to the document you wish to remove.

When you are finished managing documents, click the **Finished Attaching Documents** link.

Once you click **Finished Attaching Documents**, you will be able to attach or remove further documents to your application for THIS position.

Attach or remove documents

View document

Required	Attach / Remove	Document Type	Attached Document ("Type", "Date", "Time")	View Document
*	Remove	Resume	Resume_06-28-09_23-34-17CT	View
*	Remove	Cover Letter	Cover Letter_06-29-09_00-20-45CT	View
*	Remove	References	References_06-28-09_23-35-03CT	View
	Attach	Optional document 1		
	Attach	Optional document 2		

FINISHED ATTACHING DOCUMENTS

- You can attach or remove documents by pressing the appropriate feature
- Once the document is attached you can also view it

Job Site - Windows Internet Explorer

https://jobs.usu.edu/userfiles/jsp/shared/frameset/frameset.jsp?time=1256232525422

UtahState UNIVERSITY Human Resources

JOB POSTINGS
SEARCH

CREATE REQUISITION
FROM TEMPLATE
FROM PREVIOUS
FROM SCRATCH

TEMPLATES
SEARCH

CREATE TEMPLATES
FROM TEMPLATE
FROM SCRATCH

APPLICANTS
SEARCH APPLICANTS
CONF NBR SEARCH

USERS
CREATE USER ACCOUNT
APPROVE
SEARCH USERS

ADMIN
HOME
CHANGE PASSWORD
LOGOUT

To upload a **Microsoft Word** or **PDF** document, click **Browse**, then select the file you wish to upload and click **Open**. Your document must be less than 2 MB in size. Click **Attach** when you are finished. **Note: If your document is NOT in Microsoft Word or PDF format, please copy and paste the text of your document below.**

File:

Browse document then press attach

Paste a new Optional document 2:

Enter (or copy and paste) the text of the document in the text area below. Click **Attach** when you are finished.

Text:

[Return to Previous](#)

Done Internet 100%

- Please make sure to have the documents you will need to apply for the position. First, press Browse, then highlight the document press Open and press ATTACH

Job Site - Windows Internet Explorer

https://jobs.usu.edu/applicants/jsp/shared/frameSet/FrameSet

UtahState UNIVERSITY Human Resources

Attach Documents - Assistant Professor of Arabic

Confirm

[Return to Previous](#)

You have not completed applying for this position!

Your application is not complete until you receive a confirmation number.

To permanently submit this document to your application for this position, click the **Confirm...** button at the bottom of the screen.

To cancel attaching this document, please click the **Return to Previous** link on this screen.

Job Title	Document Type	Date & Time Submitted
Assistant Professor of Arabic	Cover Letter	Cover+Letter_08-28-09_20-57-41CT

CONFIRM ATTACHING DOCUMENTS

[Return to Previous](#)

Done Internet 100%

- Please review this paragraph
- Press CONFIRM ATTACHING DOCUMENTS
- Make sure to follow the same instructions for all the documents

Job Site - Windows Internet Explorer

https://jobs.usu.edu/userfiles/jsp/shared/frameset/Frameset.jsp?time=1256232525422

UtahState UNIVERSITY Human Resources

JOB POSTINGS
SEARCH

CREATE REQUISITION
FROM TEMPLATE
FROM PREVIOUS
FROM SCRATCH

TEMPLATES
SEARCH

CREATE TEMPLATES
FROM TEMPLATE
FROM SCRATCH

APPLICANTS
SEARCH APPLICANTS
CONF NBR SEARCH

USERS
CREATE USER ACCOUNT
APPROVE
SEARCH USERS

ADMIN
HOME
CHANGE PASSWORD
LOGOUT

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To remove a document from an applicant's application for **this** position, click the **Remove** link next to the document you wish to remove.

When you are finished managing document(s), please click **Finished Attaching Documents**.

Once you click **Finished Attaching Documents**, you will not be able to attach any further documents to your application for THIS position.

5 Records

Required	Attach / Remove	Document Type	Attached Document ("Type"_"Date"_"Time")	View Document
*	Remove	Resume	Resume_06-28-09_23-34-17CT	View
*	Remove	Cover Letter	Cover Letter_06-29-09_06-13-14CT	View
*	Remove	References	References_06-28-09_23-35-03CT	View
	Attach	Optional document 1		
	Attach	Optional document 2		

FINISHED ATTACHING DOCUMENTS

Press FINISHED

Done Internet 100%

- If all the documents are attached, press FINISHED ATTACHING DOCUMENTS

Job Site - Windows Internet Explorer

https://jobs.usu.edu/applicants/jsp/shared/frameset/Frameset

UtahState UNIVERSITY Human Resources

Welcome Gardner, Marcela. You are logged in. Wednesday, October 21, 2009

Confirm - Assistant Professor of Arabic

You have finished attaching documents for this position until you receive a confirmation number.

Once you finish attaching documents, you will not be allowed to attach more documents.

Are you sure you want to finish attaching documents for this Posting?

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.

- Finally, **if** all the documents are attached, you need to press **YES**, but if for any reason you need to attach more documents later press **NO**.
- Once you press YES you will get a confirmation number, and your status will change to **in progress**, meaning under review by the department.