

ABOUT UMUC'S ONLINE EMPLOYMENT APPLICATION

UMUC'S ONLINE APPLICATION CONTAINS MANY POP-UP WINDOWS. BEFORE YOU BEGIN, TURN OFF ALL POP-UP BLOCKERS.

TO SUCCESSFULLY SAVE YOUR RESUME AND COMPLETE THE REGISTRATION PROCESS YOU MUST COMPLETE THE ENTIRE APPLICATION. THE APPLICATION CONTAINS TWELVE PAGES. WHEN YOU HAVE REACHED THE LAST PAGE AND CLICKED THE SUBMIT BUTTON YOU HAVE COMPLETED THE APPLICATION/REGISTRATION PROCESS.

AN AUTOMATIC TIME-OUT FEATURE IS IN PLACE IF THERE IS NO ACTIVITY AFTER 30 MINUTES. IF YOU ARE TIMED OUT BEFORE YOU HAVE SUBMITTED YOUR APPLICATION YOUR INFORMATION WILL NOT BE SAVED.

AFTER YOUR APPLICATION HAS BEEN SUBMITTED YOU WILL RECEIVE AN ACKNOWLEDGEMENT EMAIL NOTIFYING YOU THAT YOUR APPLICATION HAS BEEN RECEIVED.

MAKE A NOTE OF THE EMAIL ADDRESS AND PASSWORD YOU USED TO REGISTER. THIS IS THE EMAIL ADDRESS WE WILL USE TO CORRESPOND WITH YOU REGARDING THE POSITION FOR WHICH YOU APPLIED. ADDITIONALLY, YOU WILL USE THIS EMAIL ADDRESS AND PASSWORD TO LOGON AND APPLY FOR FUTURE POSITIONS WITH UMUC.

ABOUT UMUC'S ONLINE EMPLOYMENT APPLICATION

IF YOU HAVE QUESTIONS OR EXPERIENCE PROBLEMS WHILE COMPLETING YOUR APPLICATION PLEASE SEND AN EMAIL TO

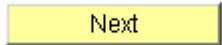
WWW.HRJOBS@UMUC.EDU UNDER EMPLOYMENT OPPORTUNITIES.

UMUC'S ONLINE EMPLOYMENT APPLICATION: ICONS AND NAVIGATION TOOLS

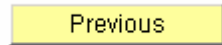
BELOW ARE ICONS AND SYMBOLS USED TO NAVIGATE AND VIEW SELECTION OPTIONS ON UMUC'S ONLINE EMPLOYMENT APPLICATION.



CLICK ON THE ARROW TO VIEW THE LIST OF RESPONSE OPTIONS.



USE THIS BUTTON TO MOVE TO THE NEXT PAGE.



USE THIS BUTTON TO MOVE BACK TO THE PREVIOUS PAGE.



USE THIS BUTTON TO ENTER INFORMATION THAT WILL ALLOW YOU TO FINE TUNE YOUR SEARCH OPTIONS TO LOCATE AN APPROPRIATE RESPONSE.



USE THIS BUTTON TO SELECT A DATE FROM THE CALENDAR.

View Job Postings

Students and employees of UMUC must apply for employment via self-service.

To apply for a job, enter a keyword to fine-tune your search and click the search button or click "Search" to view the entire job listing. Add the job you wish to apply for to your job basket. Once selected, apply for the jobs in your job basket using the "Apply for Jobs in Basket" button.

The application process contains several pop-up windows. The use of pop-up blockers may prohibit the successful transmission of your application or cause other problems during submission. To ensure these issues do not occur, turn off all pop-up blockers before you begin.

For the protection of your information, after 30 minutes of inactivity you will be timed out. Your information will not be saved if you have not successfully submitted your application.

Search Open Job Requisitions by Keyword

Keyword:

Enter a keyword and select "SEARCH" to narrow your selection list. Or, simply select "SEARCH" to view the entire list of open positions.

Job Title	Job Category	Location	Reference
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[Job Basket](#)

[Update Resume Only](#)



View Job Postings

To apply for a job, enter a keyword to fine-tune your search and click the search button or click "Search" to view the entire job listing. Add the job you wish to apply for to your job basket. Once selected, apply for the jobs in your job basket using the "Apply for Jobs in Basket" button.

Search Open Job Requisitions by Keyword

Keyword:

Search

Job Title	Job Category	Location	Reference
Admin Asst I		Adelphi	001770
Evaluator		Adelphi	001768
Advisor		Adelphi	001767
Advisor		Adelphi	001766
Advisor			001765
Admin Asst II		Adelphi	001764
Library Tech III		Adelphi	
Office Assistant		Adelphi	
Coordinator		Adelphi	
Collegiate Associate Professor		Adelphi	

Click on the job title for the position for which you would like to apply.

[Job Basket](#)

[Update Resume Only](#)

Job Description

Job Title: Advisor

Location: Adelphi

Reference: 001767

Job Description:

The Transcript Evaluator is responsible for the assessment of students' academic records and determination as to whether various courses from another institution will be accepted for credit at UMUC and where the credit will fit into the UMUC curricula.

Job Duties:

Requires BA/BS degree and a minimum of one year experience with student records and/or transfer credits. Must be able to work with detailed, factual information from a variety of sources. Candidates must possess strong organizational, communication, and interpersonal skills; be capable of prioritizing and managing multiple administrative tasks; and demonstrate outstanding customer service, and be timely and proficient. Transcript Evaluators are expected to have a working knowledge of the administrative process of the entire unit and work collaboratively with other personnel within the department. In addition, they are required to handle their assigned area efficiently, independently, and accurately. A Master's degree; two years student services experience, including transfer credit evaluation; and experience in a higher education student services environment are preferred.

Please apply before: 09/30/2006 (example: 12/31/2000)

After you select the job the job posting will appear. It contains the job description, the job duties and the last date applications will be accepted.

The last date applications will be accepted for the position appears here.

Add Job to Basket

[Job Basket](#)

[Return to Job Postings](#)

Job Description

Job Title: Advisor

Location: Adelphi

Reference: 001767

Job Description:

The Transcript Evaluator is responsible for the assessment of students' academic records and determination as to whether various courses from another institution will be accepted for credit at UMUC and where the credit will fit in the student's program.

Job Requirements: 1-3 years experience with student work with detailed, factual information from a variety of sources. Candidates must possess strong organizational and communication skills. Ability to prioritize and manage multiple tasks. Outstanding customer service. Evaluator is expected to evaluate the entire unit within the department. In addition, efficient and independent, and years student service experience, including credit evaluation; and experience in a higher education student service environment are preferred.

Please apply before: 09/30/2000 Example: 12/31/2000

Select ADD JOB TO BASKET to add the position to the list of jobs you want to apply for.

Select RETURN TO JOB POSTINGS to view other jobs and add them to your job basket.

To review the list of jobs you have added to your basket select JOB BASKET.

[Add Job to Basket](#)

[Job Basket](#)

[Return to Job Postings](#)

This is the list of positions for which your application will be submitted.

Items can be deleted from the list by selecting DELETE here.

[View Job Postings](#)

Job Basket

Here is the list of the jobs you have currently selected in your job basket.

Job Title	Job Category	Location	Reference	
Advisor		Adelphi	001767	Delete
Admin Asst II		Adelphi	001764	Delete

Apply for Jobs in Basket

[Return to Job Postings](#)

[Update Resume Only](#)

If you are ready to complete an application for the jobs in your job basket select APPLY FOR JOBS IN BASKET.

Apply for Job

Identification

If you have applied previously enter your Email Address and Password, then click Sign On.

If this is your first application you will need to provide an Email Address and Password so we can identify you in the future. The Email Address may also be used to contact you regarding your application. You should select a Password which you can easily remember but is not obvious to others. When you have entered your chosen Email Address and Password click Register.

Students and employees of UMUC must apply for employment via self-service.

Are you a student or employee of UMUC ? Yes No

*Email Address

*Retype Email Address

*Password

[I Forgot My Password](#)

If you are or have been a UMUC student in the last 3 years you must use the student portal to apply for jobs. Current UMUC employees must apply for jobs via self service.

If you are not a UMUC student or employee and have registered previously select 'NO', enter the email address and password you used when you registered and select SIGN ON.

If you have registered previously and cannot remember your password send an email to HRJOBS@umuc.edu. Provide your name, day-time phone number, the email address you used to register and the name and phone number of at least 1 of the references listed on your application (This information will only be used to validate that the person requesting the password is the person that completed the application.)

Apply for Job

Identification

If you have applied previously enter your Email Address and Password, then click Sign On.

If this is your first application you will need to provide an Email Address and Password so we can identify you in the future. The Email Address may also be used to contact you regarding your application. You should select a Password which you can easily remember but is not obvious to others. When you have entered your chosen Email Address and Password click Register.

Students and employees of UMUC must apply for employment via self-service

Are you a student or employee of UMUC ? Yes No

*Email Address

*Retype Email Address

*Password

If you are not an UMUC student or employee and you have not registered previously select 'NO', enter an email address and password and select REGISTER.

Do not use any spaces or special characters such as ! # \$ % ^ & * () + = in your password. Use of such characters will cause problems with your application submission.

Apply for Job

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬

How did you find out about us?

Select the Referral Source which best describes how you found out about the company or job. If the Referral Source is 'Other' then provide the details in 'Other' Referral Source. If the Referral Source is 'Employee' provide the details in 'Referring Employee Information'. For all other Referral Source categories specify the Referral Source Subcategory.

Referral Source:

Specific Referral Source:

Tell us how you heard about us by selecting the appropriate response from the list of REFERRAL SOURCES. Use the SPECIFIC REFERRAL SOURCE field to provide a detailed description.

Executive Referral	▼
Advertisement	
Agency	
Client Referral	
College Recruiting	
Employee	
Executive Referral	
Executive Search	
Former Employee	
Job Fair	
Job Posting	
Open House	
Other Source	
Phone Inquiry	
Unknown	
Unsolicited	
Walk-In	▼

Previous

Next

After you have chosen your referral source select NEXT to continue.

List of referral sources Use the arrows to move up and down the list of values.

Apply for Job

- 1
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- 4
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- 6
- 7
- 8
- 9
- 10
- 11
- 12

Contact Details

Enter your name, address, telephone number and email address. The information you enter on this page will be used to contact you regarding the jobs you have applied for.

Prefix	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Country:	United States	Change Country
Address 1:	<input type="text"/>	
Address 2:	<input type="text"/>	
Address 3:	<input type="text"/>	
City:	<input type="text"/>	
County:	<input type="text"/>	Postal: <input type="text"/>
State:	<input type="text"/>	<input type="text"/>

*Phone Type	Telephone
<input type="text"/>	<input type="text"/>
*Email Address:	JJackson@fakeemail.com

Select a prefix from the drop down menu and enter your legal FIRST NAME and LAST NAME in the corresponding boxes.

If necessary, use the CHANGE COUNTRY hyperlink to select the country you live in. (The default is USA.) Enter your full address in the spaces provided.

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Next

Apply for Job

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Contact Details

Enter your name, address, telephone number and email address. The information you enter on this page will be used to contact you regarding the job application process.

Prefix: First Name:

Country:

Address 1:

Address 2:

Address 3:

City:

County:

State:

*Phone Type	Telephone
<input type="text"/>	<input type="text"/> + <input type="text"/> -
*Email Address: JJackson@fakeemail.com	*Email Type: Home

Select the PHONE TYPE and enter a TELEPHONE NUMBER where you can be reached during the day. Do not use parentheses or dashes.

The email address you used to register will automatically appear and cannot be changed. Select the email type from the drop down menu.

Previous

Next

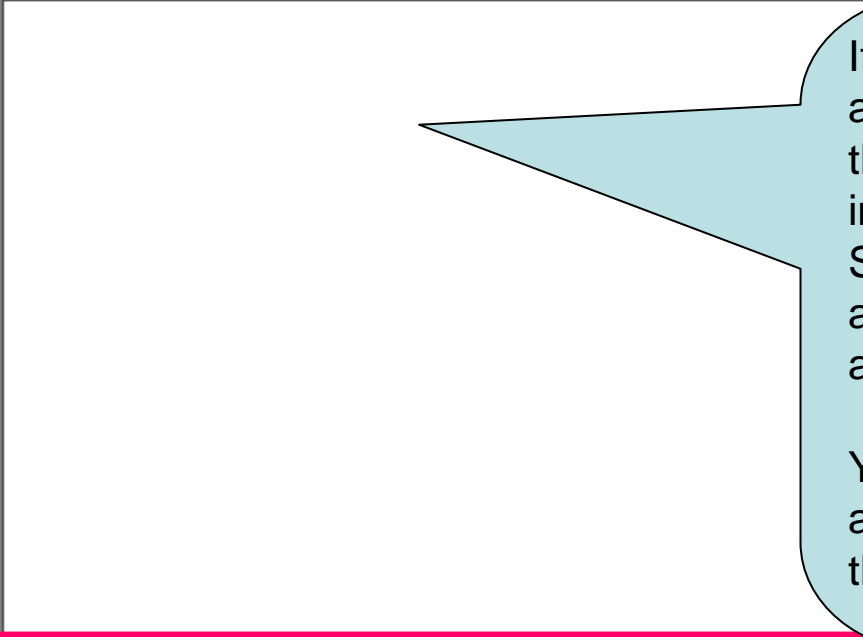
Select PREVIOUS to go back to page 2 or NEXT to go on to page 4.

Apply for Job

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Full Text Resume

If you already have a resume on your computer you may copy the text and paste it into the following box.



If you already have a cover letter and resume you can cut and paste them here. NOTE: review this information for formatting changes. Special characters such as apostrophes and asterisks may appear as inverted question marks.

You can also enter a cover letter and resume by typing the data in the space provided.

Previous

Next

Select PREVIOUS to go back to page 3 or NEXT to go on to page 5.

Apply for Job

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫

Current and Prior Employment

Please enter any prior employment you wish to be considered as relevant work experience for the position(s) for which you have applied. This information can be used to calculate your total years of experience listed.

Start Date	End Date
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Add

Select ADD to enter information about any current or past employment history you would like to be considered as work experience relevant to the position(s) for which you are applying.

Previous

Next

NOTE: If the job description for a positioning states a specific amount of work experience is necessary, only experience identified as relevant work experience added under CURRENT AND PRIOR EMPLOYMENT will be used to calculate your years of experience for the position. (Indicate relevant work experience by selecting the RELEVANT WORK EXPERIENCE box on the page.)

Employment Details

*Start Date: End Date:
(example: 12/31/2000) (example: 12/31/2000)

Employer:

Ending Job Title:

Relevant Work Experience (Click here to use the dates above in the calculation of experience for the position(s) for which you are applying)

Country:

City:

State:

Telephone:

Ending Pay Rate: USD

Pay Frequency:

* Required Field

A page will appear allowing you to add information about the start and end date of the employer you worked for as well as your last job title, the city, state and telephone number of the organization and your final rate of pay. Additionally, if the tasks you performed while employed there provided experience relevant to the job for which you are applying select the RELEVANT WORK EXPERIENCE box.

Do not enter any dollar signs or commas. (ex. \$35,000 should be entered as 35000)

Select 'OK' to save your responses or CANCEL to delete them.

Apply for Job

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫

Current and Prior Employment

This page shows a summary of your employment history.

Start Date	End Date	Employer		
04/01/1998	08/31/2004	Washington Consultants	Edit	Delete



Select add to enter additional employment history.



Select PREVIOUS to go back to page 4 or NEXT to go on to page 6.

Apply for Job

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Education

Use this page to tell us about your school education and any qualifications you obtained from college or university.

*Highest Education Level: A-Not Indicated

College/University Education

Degree	Major	Date Issued
--------	-------	-------------

Add

Previous

* Required Field

Select your highest level of education from the drop down menu. (Note this field is required to register/submit your resume.)

Apply for Job

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Education

Use this page to tell us about your school education and any qualifications you obtained from college or university.

*Highest Education Level:

College/University Education

Degree	Major	Date Issued
--------	-------	-------------

Add

To enter completed College or University information select the ADD button here.

Previous


Next


* Required Field

If you choose not to provide any detailed education information you can select NEXT to move on to page 7.


[Apply for Job](#)


College/University Education Details


*Degree: 

Date Issued: 
(example: 12/31/2000)

Graduated

Country: 

*Major:  Other:

*School:  Other:

* Required Field

Select 'OK' to save your responses or CANCEL to delete them.

TO ENTER DETAILED COLLEGE/UNIVERSITY INFORMATION

In the corresponding fields use the drop down menus to locate your DEGREE, enter the DATE ISSUED, and whether or not you GRADUATED, select the COUNTRY where the college you attended is located and select your MAJOR and the name of the SCHOOL you attended.

If you choose to provide details regarding your college/university history you will be unable to save the data unless you provide the DEGREE, DATE ISSUED, MAJOR and SCHOOL.

Apply for Job

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫

Education

Use this page to tell us about your school education and any qualifications you obtained from college or university.

*Highest Education Level:

College/University Education

Degree	Major	Date Issued
--------	-------	-------------

Add

To enter multiple College/ University information select the ADD button here.

Previous

Next

* Required Field

If you choose not to provide additional grade school/professional education information or college/university information you can select NEXT to move on to page 7.

- ①
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- ⑤
- ⑥
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- ⑧
- ⑨
- ⑩
- ⑪
- ⑫
- ⑬

Licenses and Certificates

If you have any licenses or certificates you wish to tell us about, enter them here.

License or Certificate

Select ADD to enter information about any professional licenses or certifications you may hold.

Add

Previous

Next

If you choose not to provide License and Certification information you can select NEXT to move on to page 8.

License/Certificate Detail

*License or Certificate: 

Date Issued: 
(example: 12/31/2000)

License/Certification Number:

Issued By:

* Required Field

TO ENTER DETAILED LICENSE/CERTIFICATION INFORMATION
In the corresponding fields use the drop down menu to locate the LICENSE OR CERTIFICATION you hold, enter the DATE ISSUED, provide the LICENSE/ CERTIFICATION NUMBER, enter the name of the ISSUING ORGANIZATION.

Select 'OK' to save your responses or CANCEL to delete them.

Apply for Job

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Licenses and Certificates

If you have any licenses or certificates you wish to tell us about, enter them here.

License or Certificate

Senior Professional in HR

Add

Select ADD if you would like to provide information about additional professional licenses or certifications you may hold

Previous

Next

If you choose not to provide additional License/Certification information you can select NEXT to move on to page 8.

Apply for Job

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References

Enter your references here

Name	Employer	Phone

Select ADD to provide information about references. NOTE: You must provide information about at least 1 reference.

Add

Previous

Next

NOTE: *Make a note of the information you provide regarding references. If you lose or forget your password to access this application you will be required to verify the name and telephone number of at least one reference you listed as a method of verifying your identity.*

Reference Details

First Name:

Last Name:

Title:

Phone:

Employer:

*Reference Type:

OK

Cancel

* Required

Select 'OK' to save your responses or CANCEL to delete them.

TO ENTER REFERENCE INFORMATION

In the corresponding fields enter the FIRST NAME, LAST NAME, TITLE and DAY TIME TELEPHONE NUMBER where this reference can be reached. Also enter the NAME OF THE REFERENCE'S EMPLOYER and select a REFERENCE TYPE from the drop down menu.

Apply for Job

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫

References

Enter your references here

Name	Employer
James Beam	Washington Consultar

Select ADD to provide additional references.

Add

Previous

Next

If you choose not to provide additional references you can select NEXT to move on to page 9.

Apply for Job

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪

Preferences

Use this page to tell us what you are looking for in terms of

Geographic Preference

First Choice:

Willing to Travel Percentage Travel

Willing to Relocate

Desired Start Date:

(example: 12/31/2000)

Desired Work Days:

Monday Tuesday Wednesday Thursday Friday

Saturday Sunday

Regular/Temporary
(Contractual):

Full/Part-Time:

Desired Job Category:

Use this page to provide information on the type of job you are seeking. Indicate the geographic location you desire, your willingness to travel and/or relocate, the date you would like to begin employment, if applicable, the days of the week you would like to work, whether you are seeking regular or temporary employment, whether you desire full or part time employment and the department/job category you are interested in.

After you have completed this page select NEXT to move on to page 10 or PREVIOUS to go back to page 8.

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Employment Validation

Are You 18 years or older ?

Are you authorized to work in the U.S. on an unrestricted basis?
(If you are hired proof of authorization is required)

Have you ever worked for the University System of Maryland?

Have you ever worked for the State of Maryland?

If you answered YES to either or both questions, please supply details.

Do you have relatives currently employed at UMUC?

NO

If YES please state their name(s) and department

Have you ever been convicted of a crime other than a minor traffic violation?

YES

NO

If YES, please explain

May we contact your current employer?

YES

NO

If NO, please explain

If applicable, can you provide a valid driver's license and proof of current automobile insurance?

YES

NO

Previous

Next

Use the YES and NO buttons to provide information about your employment status and background. Additionally, if you have a relative that works for UMUC, you have worked for the State of Maryland previously, you have been convicted of a crime or do not wish us to contact your current employer, please provide explanations in the boxes provided.

After you have completed this page select NEXT to move on to page 11 or PREVIOUS to go back to page 9.

Certification and Authorization to Release Information

SSN(Optional)

I certify that the information that I have provided to the UMUC is accurate and truthful to the best of my knowledge. I authorize the persons, employers, schools, and organizations that provide information to UMUC with any relevant information regarding my employment, may result in my dismissal.

I understand that provision of my social security number records for individuals with common last names and titles.

I understand and agree that under the Immigration Reform and Control Act of 1986, establishing both my identity and right to be employed is necessary within 3 business days of my initial date of employment.

I understand that by clicking on "Agree" and typing my name below, I am certifying that I have read and understand the law prohibiting polygraph tests as a condition of employment.

I acknowledge that I have read this Certification and Authorization, fully understand it, and fully and voluntarily agree to its provisions.

AGREE

DISAGREE

Under Maryland law, an employer may not require or demand any applicant for employment or prospective employee to submit to or take a polygraph, lie detector or similar test or examination as a condition of employment or continued employment. Any employer who violates this provision is guilty of a misdemeanor and subject to a fine not to exceed \$100.

Applicant's Name

09/19/2006

Provide your social security number (do not enter dashes) as a method for us to verify your identity. Use the AGREE or DISAGREE buttons to validate that the information you have provided on the application is accurate, that you understand that proof of eligibility to work in the United States is necessary within 3 business days of your initial date of hire, and that selecting AGREE is equivalent to providing a signature.

Select I UNDERSTAND to provide acknowledgement that you have read and understand the law prohibiting polygraph tests as a condition of employment. When you click on I UNDERSTAND you will automatically move to page 12 to review your application responses and submit your application. You can also select PREVIOUS to go back to page 10.

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Submit Resume

If you wish to review your information use the previous and next links, or click the step numbers above or below, to navigate through the pages. When you have checked your information click the Submit button below to send us your resume.

Certain parts of your resume can be updated after submission, such as your address, but the rest cannot be changed because the information in your resume is used in the candidate selection process and as such will be assumed to be accurate at the time of submission. If your resume information changes significantly in the future, and you wish to apply for more jobs, you should submit a new resume.

You will be notified by email when we have received your resume.

② How did you find out about us? Use this section to identify the source of your information.

③ Contact Details. Use this section to enter your address, phone number, and email.

④ Full Resume Text. Use this section to type or paste a full resume onto the application. Review this information for possible errors.

⑤ Current and Prior Employment. Use this section to enter your current and previous employment history.

⑥ Education. Use this section to enter your grade school (first section) and college (second section) history.

⑦ Licenses & Certifications. Use this section to list any licenses and certifications you possess.

⑧ References. Use this section to list at least one individual you have used as a reference. Please provide a note of the people you use as they will be used to verify your information.

⑨ Preferences. Use this section to tell us what kind of position you are seeking.

⑩ Employment Validation. Use this section to respond to employment verification requests.

⑪ Certification and Authorization to Release Information. Use this section to certify that the information you provided on the application is accurate and to acknowledge understanding of the law prohibiting mandatory polygraph tests.

This is your final opportunity to review the information on your application before you submit it for consideration. Use the numbered circles at the top or on left hand side of the page to return to any portion of the application you would like to change or review. For your convenience an explanation of the information on each page has been provided.

When you are ready to submit your application select the **SUBMIT** button at the bottom of page 12.

Submit

Previous

Apply for Job

Submit Confirmation

Resume Submitted Successfully

OK

CONGRATULATIONS! You have successfully completed the application process. You will receive an email confirmation that UMUC has received your data. If you have any questions regarding your application or the position for which you have applied you may send an email to HRJOBS@UMUC.edu and someone will respond to you as soon as possible.

Self-Identification Data Page

Thank you for your interest in University of Maryland University College. We have received your application and will review your qualifications for the position for which you applied. Qualifying applications will be forwarded to the recruiting office. Solely to help us comply with federal and state Equal employment Opportunity record keeping and other legal requirements, we invite you to complete the following information to assist us in monitoring the success of our recruiting efforts. Any information you supply will be kept confidential and separate from your application information and will not be used in any way to evaluate your qualifications for the position. This information will only be used for data reporting requirements and will not be used in any way to make employment decisions. If you are interested in providing this information, please click the "Accept" button and complete the information below. Otherwise, please click the "Decline" button.

Accept

Decline

Ethnicity/Race:

Veterans Status:

Gender:

Disabled:

Submit

If you choose to provide us with self identification information such as your gender, race, disability or military status please select ACCEPT, complete the information below and select SUBMIT. Otherwise, select DECLINE and the page will disappear. This information in no way impacts the applicant selection process.