

**UIC Employment Opportunities –**  
**1<sup>st</sup> Time/Returning Applicants (UIC Employees)**  
**jobs.uic.edu**

Things to Know:

You will need your own personal e-mail account before you begin the online application process. *All application correspondence will be sent via e-mail.*

Make sure you have all necessary information and documents readily available to assist in the completion of your online application (work history, documents to upload, references, etc.).

**Application Assistance is available:**

**UIC HR Welcome Center**

**Phone: (312) 996-0840**

**Email: [uichrwelcomecenter@uic.edu](mailto:uichrwelcomecenter@uic.edu)**

**Technical Support:**

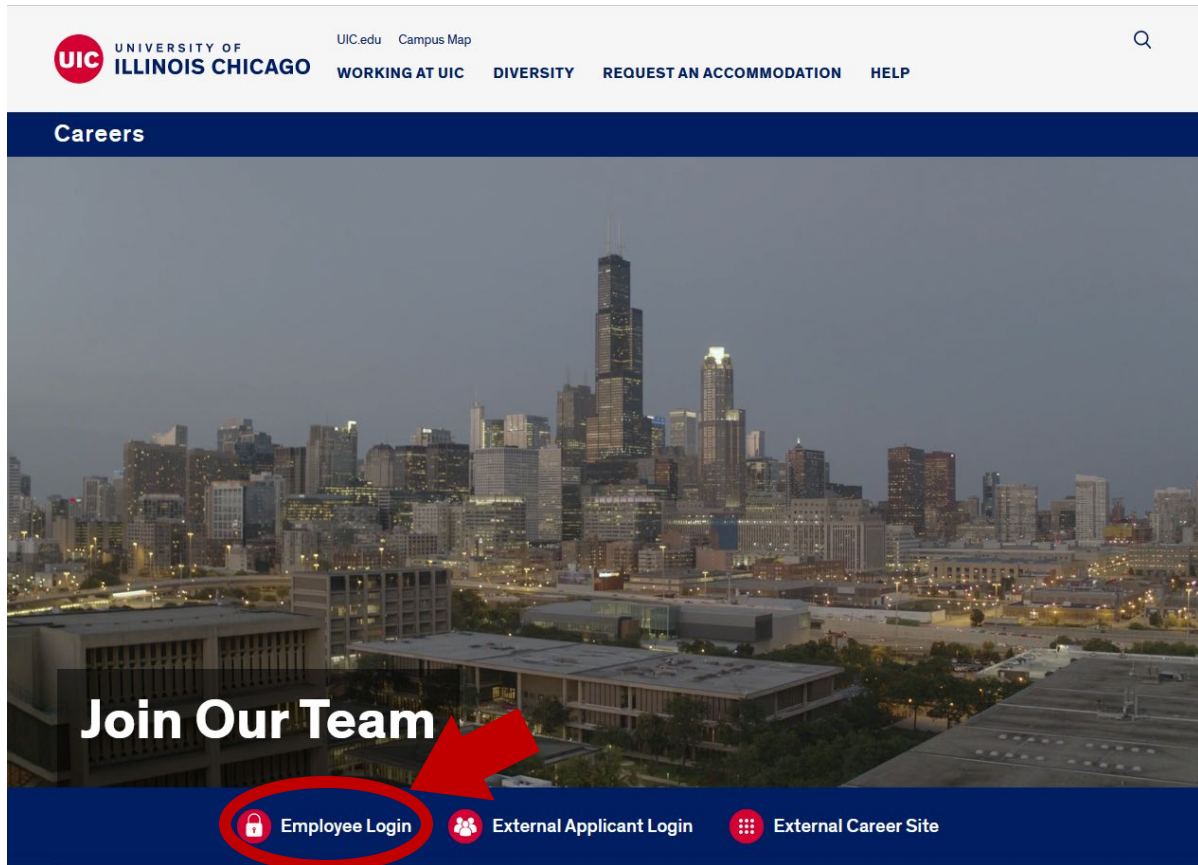
**HR Help Desk**

**Phone: (312) 413-4848**


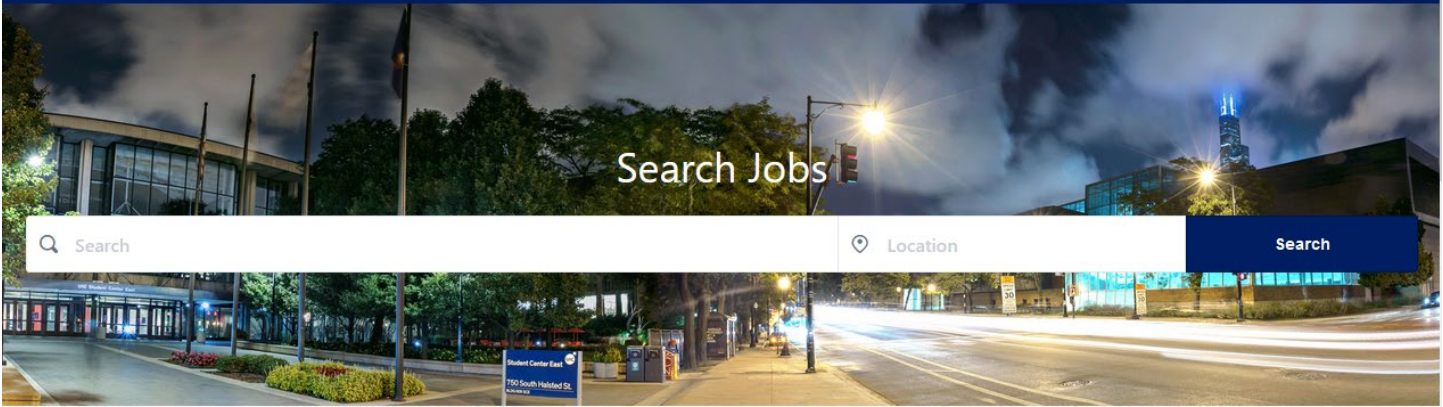
**Email: [uicrhhelpdesk@uillinois.edu](mailto:uicrhhelpdesk@uillinois.edu)**

## 1<sup>st</sup> Time Applicants/Returning Applicants (UIC Employees):

- Click **Employee Login**.
  - Enter the appropriate NetID and Password. Click **Log In**.



- You are now ready to start applying for positions at UIC!
  - The page will automatically take you to the listing of all current employment opportunities.
- Browse through the listing of positions that are currently open.

### Filters

City

☐ Chicago (106)
 ☐ Peoria (11)
 ☐ Rockford (2)

Full-Time/Part-Time

☐ Full-Time (93)
 ☐ Part-Time (26)

119 Jobs Found

Sort By: Date Posted

Job Title	Location	Date Posted
<a href="#">Medical Education Program Specialist</a>	Chicago, IL, United States	Today
<a href="#">Research Nurse</a>	Chicago, IL, United States	Today
<a href="#">Director of Research Cycle II Healthcare Reinforcement Analyst III</a>	Chicago, IL, United States	Today
<a href="#">Adjunct Faculty for Longitudinal Science (JLPR6)</a>	Chicago, IL, United States	Today
<a href="#">Senior Analyst/Analyst Director Research &amp; Administration - copy</a>	Chicago, IL, United States	Yesterday
<a href="#">Program/Student Advisor/College Career Coach</a>	Chicago, IL, United States	Yesterday

- Find a position you are interested in and click on the job posting to see more details about the position.
  - All job postings will include the minimum qualifications for the position. Pay close attention to what documents may need to be uploaded (i.e. transcripts).*
  - Most job postings include a “posting close date”, which is the last day an applicant can apply to that particular position. Please note: all postings close at 6:00pm CDT on the posting close date.*

**(job posting example)**

[Back to Search](#)

**Business Administration Associate**

**Hiring Department:** College of Dentistry - Oral Medicine and Diagnostic Sciences

**Location:** Chicago, IL USA

**Requisition ID:** 1981549

**Posting Close Date:** July 27, 2022

**Description:**

The University of Illinois at Chicago College of Dentistry (UIC CD) is seeking a full-time, Business Administration Associate to join a world-class leader in oral health education, clinical care, and research. This position is involved in the following:

The Business Administration Associate oversees overall management of the department. Interacts closely with the Department Head and is the primary contact for internal and external stakeholders. This position manages the department's financial and operational functions for the department. Duties include managing the department's financial and operational functions, including budgeting, purchasing, and compliance. Updates and implements policies and procedures related to budget, financial records, grant and other funding sources, provides guidance to accounting and other staff.

**Duties:**

- Assist management in the creation of the annual operating and capital budget from proposal regarding telephone budget and prepare budget reconciliation throughout the process.
- Manage all financial, payments, and human resources matters, including daily processing of accounts. Prepare accounting and financial reports as needed.
- Manage the financial records required to track and budget compliance. Implement policies and procedures for managing budget, financial records, grant and other funding sources. Update as required to ensure compliance with federal, state and local regulations and university requirements.
- Manage Human Resources activities including recruiting, hiring, termination, and compensation for academic and non-academic positions. Work with recruitment, conduct interviews and evaluations.
- Manage use and maintenance of facilities and equipment. Ensure appropriate equipment repair and other resources meet operational needs.
- Manage security, safety, and maintenance of the facility and equipment. Respond to requests for maintenance, repair, and safety. Ensure compliance with all applicable laws, regulations, and university policies.
- Manage the use of public information, internal security and confidential information.
- Manage calendar, departmental meetings, and social programs for the Department. Handle administrative and support management, time management and file operations for faculty and staff in Department.
- Perform other related duties and participate in special projects as assigned.

**About the College of Dentistry:**

The College of Dentistry is the largest oral health college in the State of Illinois, providing care for 30,000 patients a year and has over 100 students seeking dental degrees including BS/DS, PhD and MS/DS. The college is a leader in oral health research, education, and clinical care. The college is a member of the American Association of Colleges of Dentistry and the American Dental Association. The college is a leader in oral health research, education, and clinical care. The college is a member of the American Association of Colleges of Dentistry and the American Dental Association.

**Qualifications:**

- 1. Bachelor's degree in business administration, management, or a field related to the position.
- 2. Two (2) years of professional business, financial, and/or managerial work experience.

*(If a candidate has an advanced degree in the field, the degree may be substituted for one (1) year of work experience.)*

**Preferred Qualifications:**

- Master's degree in business administration, management, or a field related to the position.

The University of Illinois System is an equal opportunity employer, including but not limited to disability and/or veteran status, and complies with all applicable state and federal employment mandates. Please visit [Required Employment Notices and Posters](#) to view our non-discrimination statement and find additional information about required background checks, sexual harassment/misconduct disclosures, COVID-19 vaccination requirement, and employment eligibility review through E-Verify.

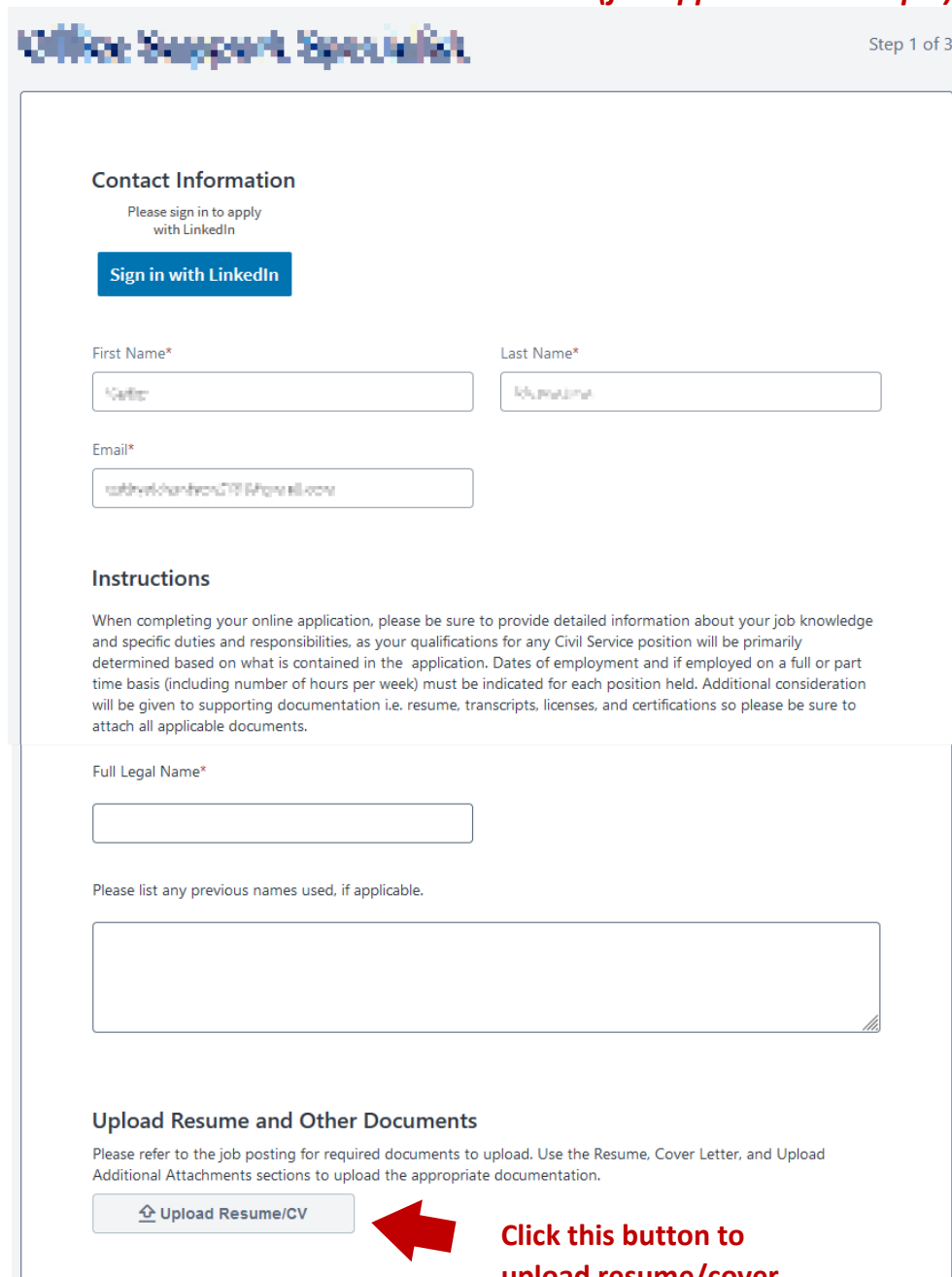
[Request an Accommodation](#)

**Interested in the position? Begin your application by clicking the “Apply Now” button!**

**Apply Now** Share Save Job

- Once the **Apply Now** button is clicked on, you will be taken directly to the application to begin applying to the position.
  - *Make sure you have all the documents you need to complete the application.*
- Step 1 of the application process is about your contact information, experience/education skills, and any documents to upload.

**(job application example)**



The screenshot shows a job application form titled "Contact Information" with a sub-header "Please sign in to apply with LinkedIn" and a "Sign in with LinkedIn" button. Below this are input fields for "First Name\*", "Last Name\*", and "Email\*", each with a placeholder text. The "Instructions" section follows, providing detailed guidance on how to complete the application, including the requirement to provide detailed information about job knowledge and specific duties, and to attach all applicable documents. Below the instructions are input fields for "Full Legal Name\*" and a text area for "Please list any previous names used, if applicable." The final section is "Upload Resume and Other Documents", which includes a note about referring to the job posting for required documents and a button labeled "Upload Resume/CV". A red arrow points to this button, with a red text box next to it stating "Click this button to upload resume/cover letter!".

**Contact Information**  
Please sign in to apply with LinkedIn  
[Sign in with LinkedIn](#)

First Name\*  
Last Name\*  
Email\*

**Instructions**  
When completing your online application, please be sure to provide detailed information about your job knowledge and specific duties and responsibilities, as your qualifications for any Civil Service position will be primarily determined based on what is contained in the application. Dates of employment and if employed on a full or part time basis (including number of hours per week) must be indicated for each position held. Additional consideration will be given to supporting documentation i.e. resume, transcripts, licenses, and certifications so please be sure to attach all applicable documents.

Full Legal Name\*  
Please list any previous names used, if applicable.

**Upload Resume and Other Documents**  
Please refer to the job posting for required documents to upload. Use the Resume, Cover Letter, and Upload Additional Attachments sections to upload the appropriate documentation.

[Upload Resume/CV](#)

**Click this button to upload resume/cover letter!**

- Pay special attention to the Professional Experience, Education, Professional Certification/Licenses, and Skills section.
  - When inputting this information, you must click the **Add Professional Experience**, **Add Education**, **Add Personal Certification/Licenses**, or **Add Skills** link. More options should appear for you to fill in your employment information. Repeat this process until you are finished adding all of your information.
- When ready to move on from this page, click the **Next** button on the bottom of the page.
  - *If you need to close the application for any reason, click the **Save** button to save all your work.*

*(job application example)*

The screenshot shows a job application form with several sections. Red arrows point to the following elements:

- Professional Experience**: Arrow points to the "Add Professional Experience" link.
- Education**: Arrow points to the "Add Education" link.
- Professional Certification/Licenses**: Arrow points to the "Add Professional Certification/Licenses" link.
- Skills**: Arrow points to the "Add Skills" link.
- Cover Letter**: Arrows point to the "Upload Cover Letter" and "Type it manually" buttons.
- Upload Additional Attachments**: Arrow points to the "Upload Document" button.
- Bottom Bar**: Arrows point to the "Save" and "Next" buttons.

Text annotations on the right side of the form:

- "Is all of your information added to the appropriate areas indicated by the arrows?"
- "Click this button to upload any other necessary documents!"

Click this button if you need to save your work to continue for next time!

Click this button to move on to the next section!



- Step 2 of the application process continues to be about your personal information and includes a disclaimer about applying to UIC.

*(job application example)*

Office of Human Resources | Step 2 of 3

Are you legally authorized to work in the United States without sponsorship?\*

☐ Yes

☐ No

Are you currently receiving or will you be receiving in the next year, an annuity (pension) from the State University Retirement System (SURS)?\*

☐ Yes

☐ No

Are you or have you ever been employed by the University of Illinois?\*

☐ Yes

☐ No

**Employment of Relatives**

Please refer to the [Nepotism Policy](#) for further explanation.

Do you have any relatives (related through blood or marriage) who work for the University of Illinois or any relatives who are on the Board of Trustees of the University of Illinois?\*

☐ Yes

☐ No

Do you have a Language proficiency you want to add?

☐ Yes

☐ No

**Military Information**

If you declare that you have served in the military, you will need to provide a copy of your NGB Form 22 or DD214 showing honorable discharge from said branch of the military. Please attach your documentation to this application (on the first page of the application).

Do you have military information you would like to add?

☐ Yes

☐ No

If you have already tested for this classification, would you like to take a retest? Please note that you may retest however your current Register score will be used for consideration of this position. To retake the test it must be at least 30 days since you last took the exam and you have not taken this exam 4 times within a 12 month period.

☐ Yes

☐ No

**Disclaimer**

I certify that to the best of my knowledge the information provided to the University of Illinois in my application and attached documentation is true and complete. I understand that false answers, statements or omissions of any information requested here shall be sufficient grounds for disqualification from employment or immediate termination of employment.

I give the University of Illinois permission to investigate my past educational record, criminal history background, employment history and related activities releasing persons, companies or agencies supplying such information from liability. Additionally, the University may verify whether I am prohibited from participation in federal or state health care programs due to fraud, abuse or misconduct. This participation extends to all mandated governmental exclusion listings. By submitting this application, I understand that my inclusion on a state or federal exclusion list may invalidate any offer of employment or require my immediate termination of employment.

Submitting this application to the University of Illinois, Chicago, does not obligate the University of Illinois, or any institution or agency served by it nor does it indicate that there are positions open.

☐ I agree

Cancel Save Back **Next**

**Note: if the box is not checked then applicants will not be able to proceed to the next step in the application process.**

**Click this button to move on to the next section!**

- Step 3 of the application process is the Civil Service EEO form. Please read the information and follow the guidance it provides.
  - Once you have gone through the form, you can click the **Submit** button and submit the application.

*(job application example)*

Step 3 of 3

### Equal Opportunity Information Request

As a federal contractor, the University of Illinois at Chicago is required to request and maintain data on the racial, ethnic, and gender identity as well as on the disability and veteran status of all applicants for employment. This data enables the University and federal government to monitor compliance with equal opportunity laws and regulations.

This information will NOT be seen by the hiring units within the University.

**Assurance:** Submission of the information requested is voluntary, and will not affect your employment application. Furthermore, refusal to provide it will not subject you to discharge, disciplinary action, or unfair evaluations. Information obtained concerning your medical condition or history shall be kept confidential except that (i) supervisors and managers may be informed regarding restrictions on the work duties or disabled individuals, or disabled veterans and regarding accommodations, (ii) first aid and safety personnel may be informed, where appropriate, if the condition may require emergency treatment, (iii) government officials investigating compliance with the laws protecting persons with disabilities shall be provided relevant information upon request. Failure to come forward at this time does not preclude one from doing so in the future.

Please select your Veteran Status (Part 60-300):

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, which requires Government contractors to take affirmative action to employ and advance in employment qualified disabled veterans.

Show More

Please Select

Please Select Gender

Please Select

Please select Ethnicity

Please Select

Please select Race

Please Select

### Voluntary Self-Identification of Disability

Form 00-306  
OMB Control Number 1550-0006  
Expires 06-30-2020

Why are you being asked to complete this form?

Show More

Please Select

### Submit Application

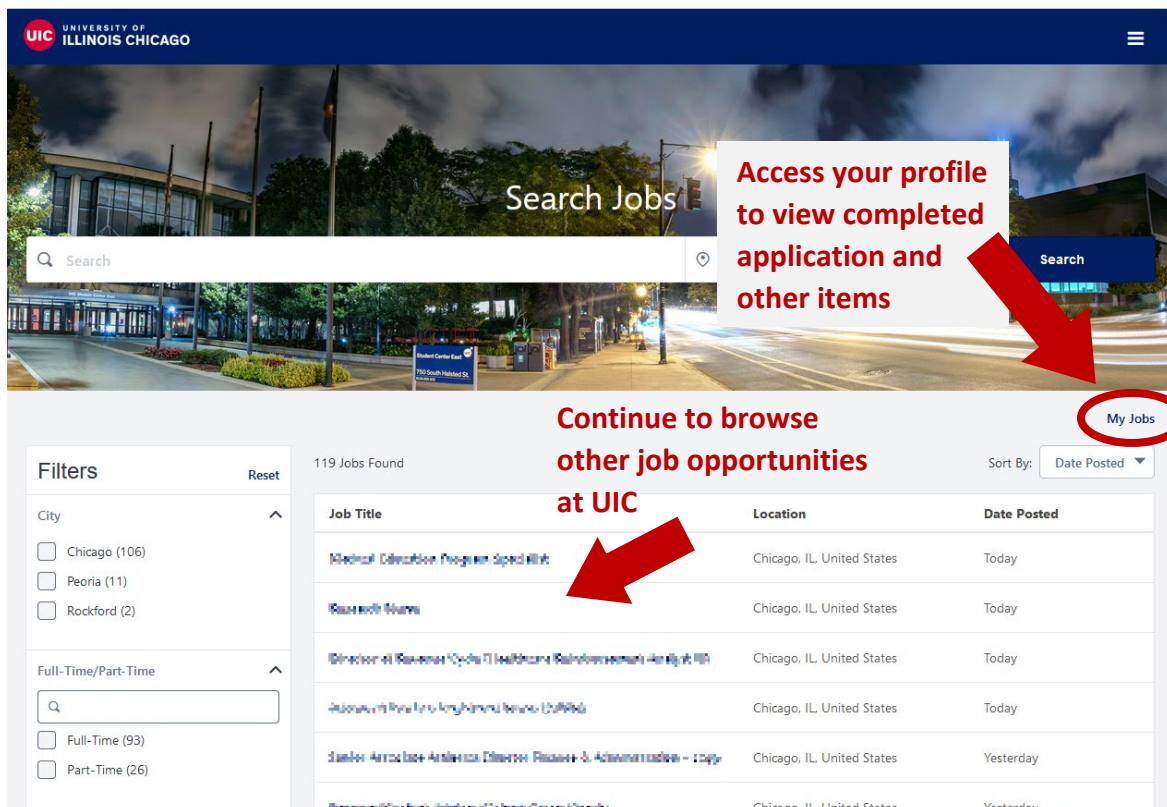
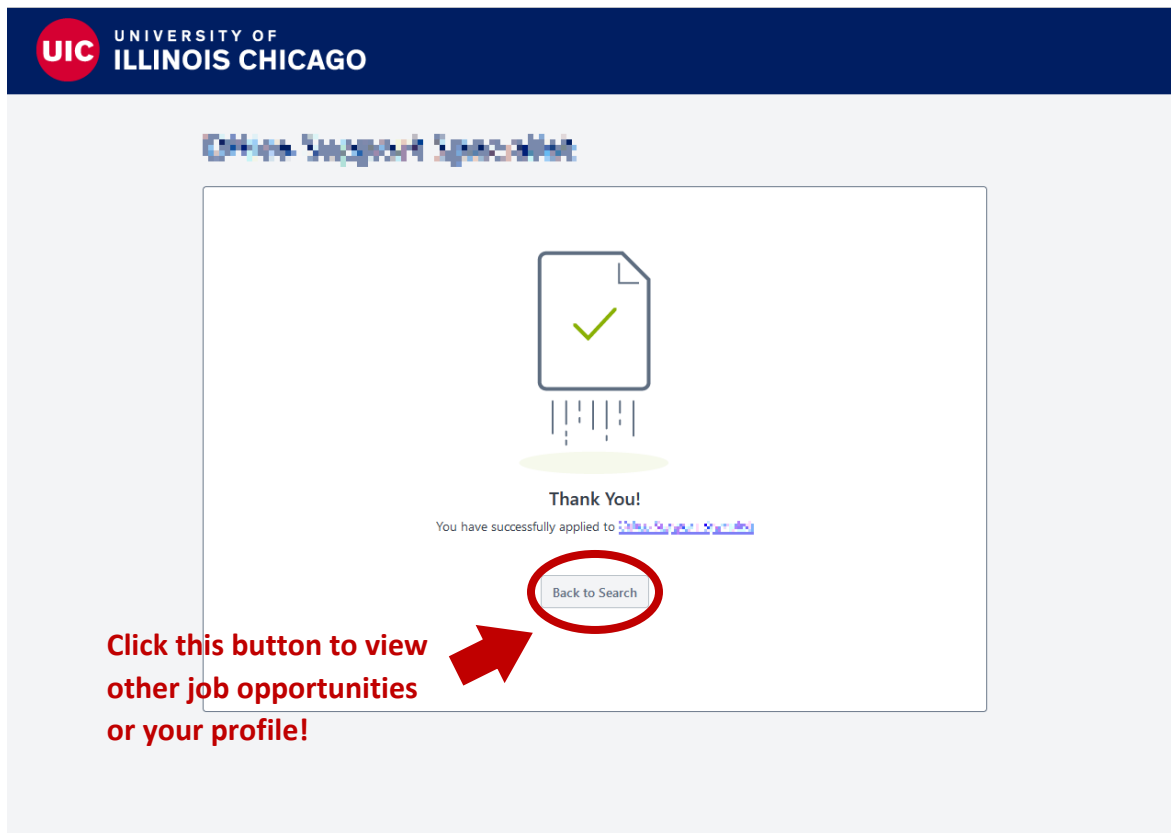
Cancel Save

Back Submit

Click this button to  
submit your application!



- This will then bring up a “Thank You” page. You have completed your application for this particular title!
- Click the **Back to Search** button to view other job opportunities at UIC or to access your profile.



- Viewing your profile will allow you to see your completed application and all the details for the position (status of the position, last date you modified the application)

*(Career Site profile example)*

The screenshot shows a user profile on the University of Illinois Chicago career site. The header includes the UIC logo and navigation links. The main content area displays the user's name, profile picture, and a message: "My data is searchable for other positions." Below this is the "Application Status" section, which includes a dropdown menu set to "In Progress". A table lists applications, with the first entry highlighted by a red circle and labeled "In Progress". This entry includes details: "Req ID : 123456789", "Last Modified : 7/22/2022", and "Review Status : Closed". A red arrow points to the "Review Status : Closed" text, with the label "Status of application" next to it. Another red arrow points to the "In Progress" label in the table, with the text "Is your application listed as complete after you have finished your application?" below it. The footer features the Cornerstone logo and copyright information.

UIC UNIVERSITY OF ILLINOIS CHICAGO

Welcome, [User Name]!

Check Exam Status Search Jobs

My data is searchable for other positions.

Application Status

In Progress

**In Progress** [User Name]  
Req ID : 123456789 Last Modified : 7/22/2022 Review Status : Closed

Is your application listed as complete after you have finished your application?

Status of application

cornerstone

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Feel free to continue to look on the Career Site for other employment opportunities. You can submit multiple applications in one day.

Don't forget to complete these steps to prepare to leave our station:

- Did you save anything to our computer?
  - If so, please delete the items (and delete the trash). We wouldn't want anyone to be able to access your documents.
- Did you log into any other websites besides our Job Board?
  - If so, please ensure that you logged out of those websites. We wouldn't want anyone to accidentally be able to access your accounts.
- Please go ahead and log out of our UIC HR Career Site
  - Again, we would not want anyone to be able to access your account by staying logged into the website.

**We hope to see you again soon!**

**Best Wishes,**

**UIC HR Welcome Center**

