

UIC Employment Opportunities – Returning Applicants (Non 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

Technical Support:

HR Help Desk

Phone: (312) 413-4848

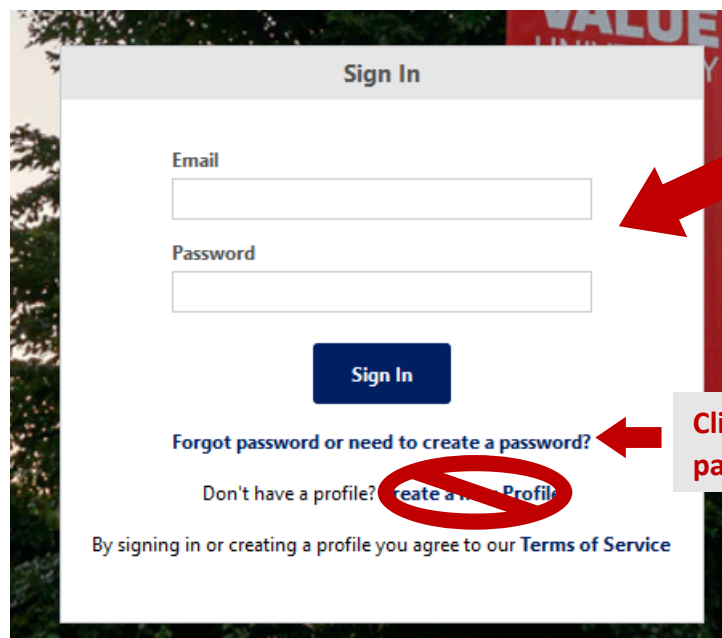
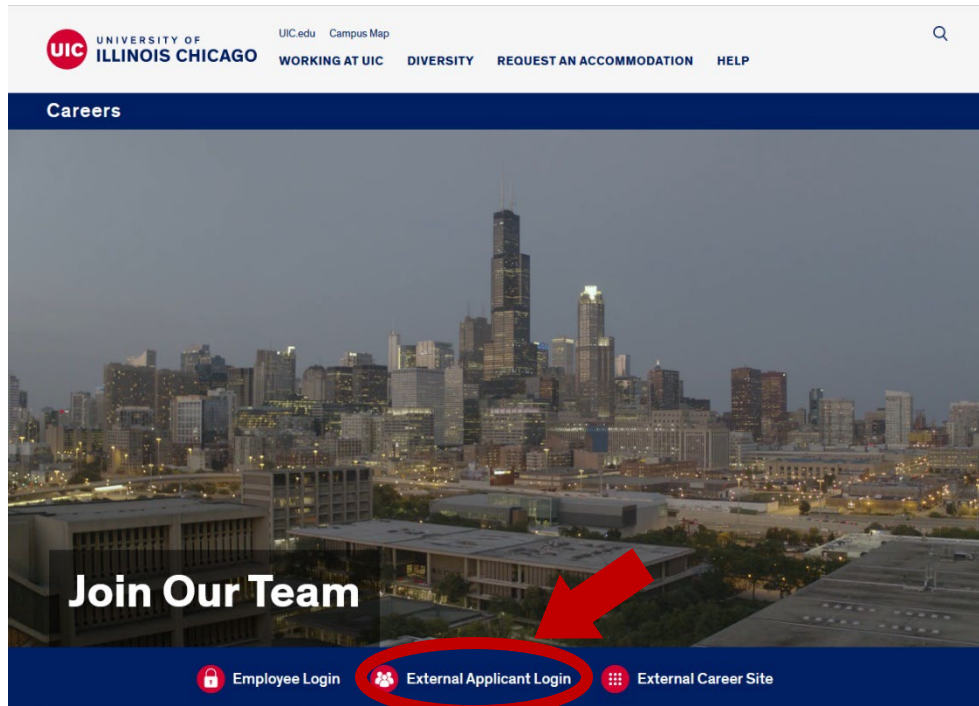
Email: uicrhhelpdesk@uillinois.edu

Returning Applicants:

- Click **External Applicant Login**.
- **Log in** with the appropriate e-mail and password.

Forgot your password?


- Click the **Forgot password or need to create a password** link and follow the instructions.
- Contact the **HR Help Desk** (312.413.4848 / uichrhelppdesk@uillinois.edu) to further assist in resetting your password.



Enter E-mail and password and click the sign in button to access your profile and job opportunities!

Click here if forgot password!

- 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.

 UNIVERSITY OF
ILLINOIS CHICAGO

Sign Out My Profile English (US) ▼

Current Employees Apply Here

Please Note: All postings close at 6:00pm CDT on the posting close date.

Filters

Reset

City

☐ Chicago (103)

☐ Peoria (12)

☐ Rockford (2)

Date Posted

☐ Within 1 day (5)

☐ Within 3 days (20)

Current Openings

Chief Technology Officer, Information Technology Institute

Chicago, IL, United States

7/26/2022

Chief Technology Officer, Information Technology Institute

Chicago, IL, United States

7/26/2022

Chief Technology Officer, Information Technology Institute


Rockford, IL, United States

7/26/2022

Chief Technology Officer, Information Technology Institute

Chicago, IL, United States

7/26/2022



- 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](#)

Hiring Department: College of Dentistry - Oral Medicine and Head and Neck

Location: Chicago, IL USA

Requisition ID: 1941549

Posting Close Date: July 27, 2022

Description:

The University of Illinois at Chicago College of Dentistry (UIC CD) is seeking a full-time, Senior-Budget/Financial Executive to join a world-class leader in oral health education, clinical care, and research (UIC CD) in Chicago, Illinois.

The Budget/Financial Executive provides essential management to the department. Interacts directly with the Department Head and is the primary contact for financial and related matters. The position manages the financial and budgetary functions for the department. Reports to the Department Head and manages a range of responsibilities including budgeting, financial reporting, and compliance. Updates and implements policies and procedures related to budget management, grant and other funding sources, provides guidance on accounting and financial matters.

Duties:

- Assist management in the creation of the annual operating and capital budget from prior fiscal year; prepare budget recommendations throughout the year; approve expenditures, payments, and human resources services; review and approval of expenditures; prepare accounting and financial reports as needed.
- Monitor financial controls, required by law and policy; compliance, implement policies and procedures for managing budget management, grant and other funding sources; update as required to ensure compliance with federal, state and local regulations and university requirements.
- Oversee human resources activities including recruiting, hiring, terminations, and decisions for academic and non-academic positions; work with recruitment, conduct interviews and evaluations.
- Oversee use and maintenance of facilities and equipment; ensure appropriate use of space and other resources; meet operational needs.
- Administer contracts for maintenance, security, food services, janitorial, and other services; ensure compliance with terms and conditions; ensure timely payment of invoices; ensure compliance with terms and conditions.
- Review financial matters; monitor financial status; ensure compliance with terms and conditions.
- Manage calendar, represent meetings and social projects for the Department; handle administrative and general management, time management and file management; ensure timely and efficient processing of all matters.
- 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 22,000 patients a year and has over 200 students seeking dental degrees including DMD, PhD and MS in dentistry. The University of Illinois at Chicago College of Dentistry is a leading institution in oral health care, research, and education. The College of Dentistry is a leading institution in oral health care, research, and education. The College of Dentistry is a leading institution in oral health care, research, and education.

Qualifications:

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

UIC CD is an equal opportunity employer. The duration of the position may be extended for one (1) year (12 months) of work experience.

Preferred Qualifications:

- 1. Master's degree in business, economics, 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. All steps within the application must be completed and the application must be submitted in order for the position to be applied to correctly.*
- 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.

(job application example)

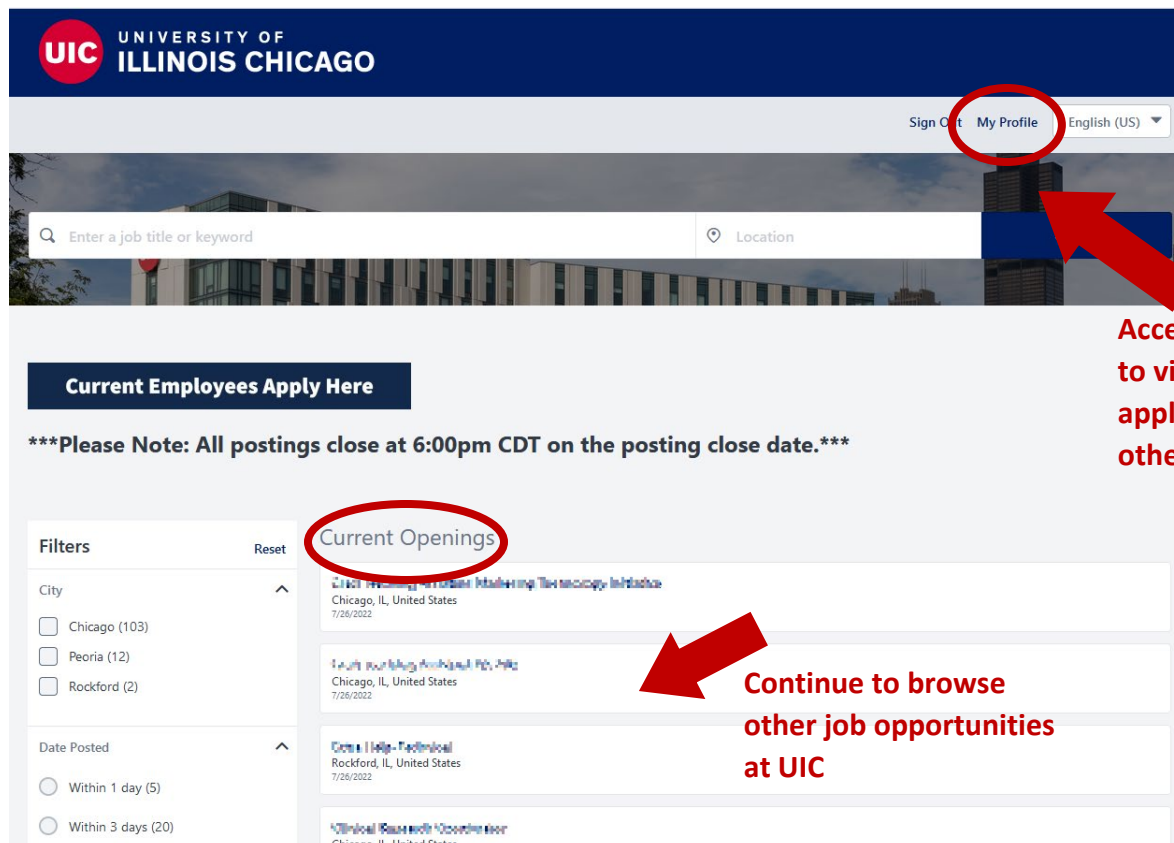
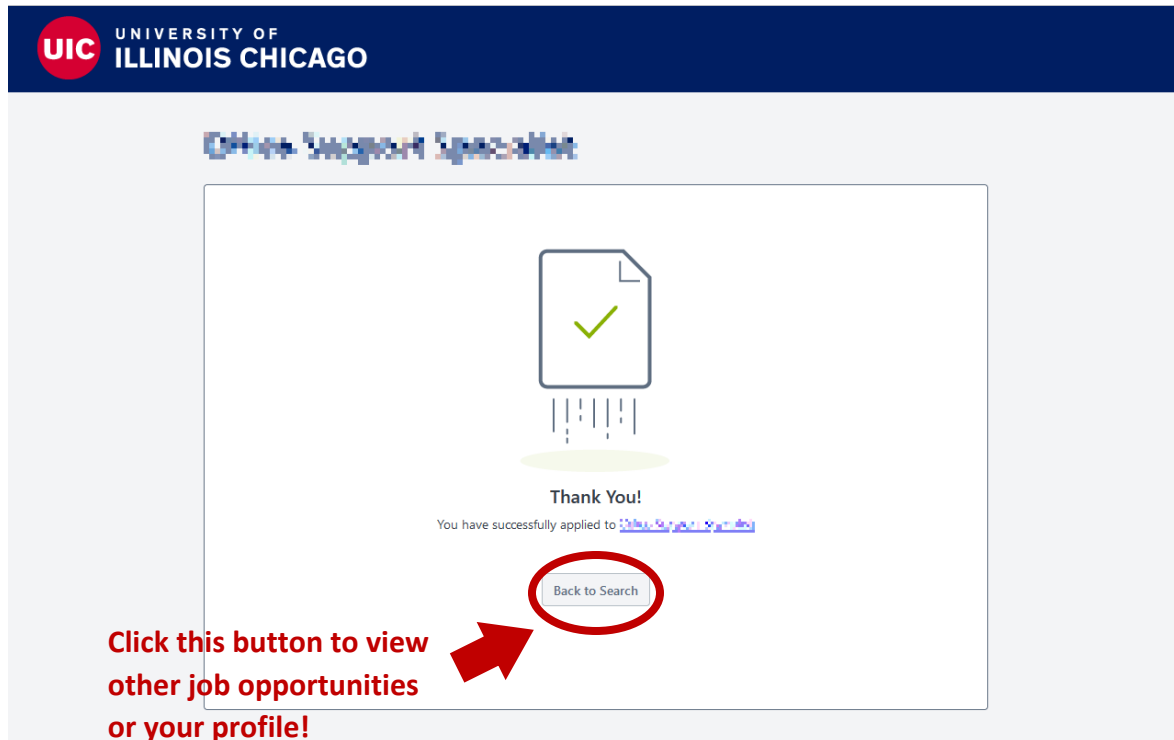
The screenshot shows a job application form with the following sections and annotations:

- Professional Experience**: Below the heading is the link "Add Professional Experience" with a red arrow pointing to it.
- Education**: Below the heading is the link "Add Education" with a red arrow pointing to it.
- Professional Certification/Licenses**: Below the heading is the link "Add Professional Certification/Licenses" with a red arrow pointing to it.
- Skills**: Below the heading is the link "Add Skills" with a red arrow pointing to it.
- Cover Letter**: Contains two buttons: "Upload Cover Letter" and "Type it manually", separated by the word "or".
- Upload Additional Attachments**: Includes a text box with instructions and an "Upload Document" button. A red arrow points to this button with the text "Click this button to upload any other necessary documents!".
- Footer**: A dark bar containing "Cancel", "Save", and "Next" buttons. The "Save" button is circled in red, with a red arrow pointing to it from the text "Click this button if you need to save your work to continue for next time!". The "Next" button is also circled in red, with a red arrow pointing to it from the text "Click this button to move on to the next section!".

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!

- Once the application has been submitted, 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)

UIC UNIVERSITY OF ILLINOIS CHICAGO

Welcome, !

[Check Exam Status](#) [Search Jobs](#) [Options](#)

Carrie Brown
My data is searchable for other positions.

My Tasks

Pending

Application Status

All

Complete **Online Support Specialist**
Req ID : Last Modified : Review Status : In Review

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

Status of application

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

