
Enter your Employment History.

1. Click on Employment History

▼ **General Information**

Personal and Contact Information

Administrative Data - Permanent Data | Yearly Data



Employment History

Awards and Honors

2. Click on Add New Item.

< **Employment History**



+ Add New Item

📄 Duplicate



3. Fill out the appropriate information.

< **Edit Employment History**

Cancel

💾 Save

📄 Save + Add Another

Experience Type

Organization

Title/Rank/Position

Was/is this your own company?

Description for Professional Positions
(30 Words or Fewer)

Note: For activities that you started but have not yet presently completed, specify the start date and leave the end date blank.

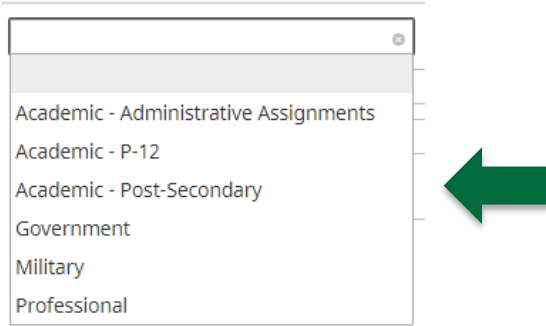
Start Date ,

End Date ,

4. Select your Experience Type.

Choose **Academic – Post-Secondary** for any non-administrative position at UTRGV or any other university/college.

Choose **Academic – Administrative Assignments** for any administrative position such as department chair, director, associate dean etc... at UTRGV or any other university/college.



5. Enter the Organization Name.

6. Enter your Title.

7. Enter the date range. Leave end date blank for your current position.