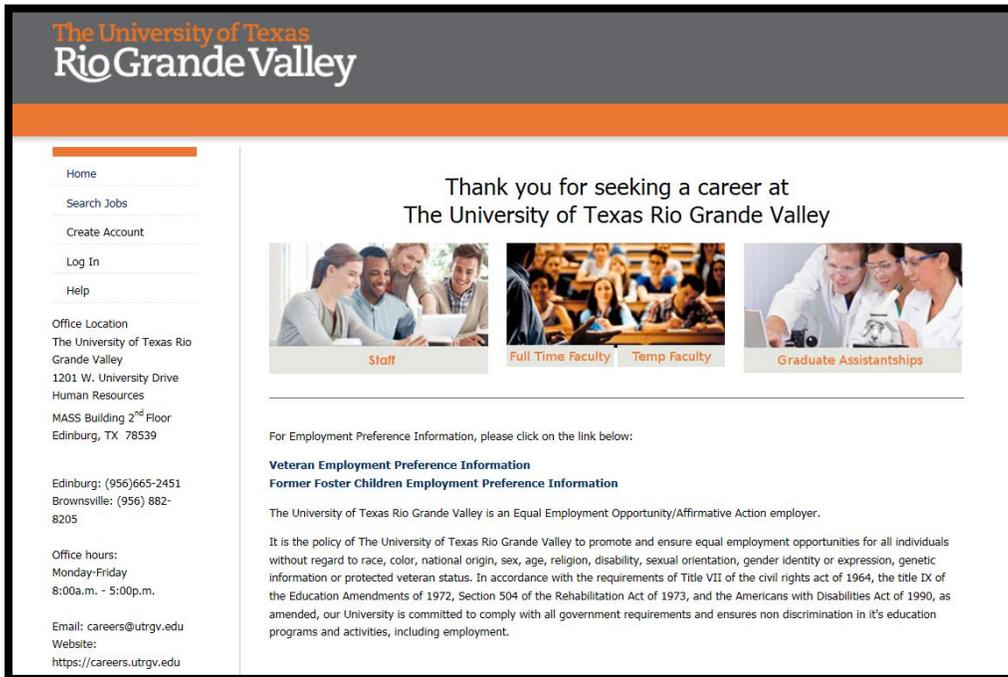
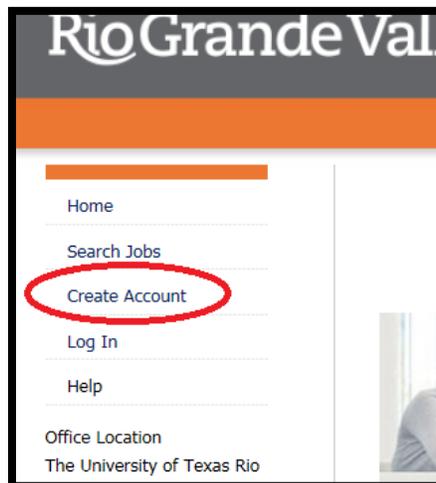


## The University of Texas Rio Grande Valley Career Portal How to Apply for a Career Opportunity Step – By – Step Instruction

**Step 1:** Access UTRGV Careers by entering <https://careers.utrgv.edu> in URL.



**Step 2:** Select *Create Account* for first time applicants. If you are a returning user, please proceed to *Log In* and move ahead to Step 5.



**Step 3:** In order to create an account, you must fill in the required information where you see an asterisk.

**\*\*\*Please Note:** You also have the option to *Upload Your Resume* or *Login with LinkedIn* credentials to pre-populate application fields.

[Home](#)

[Search Jobs](#)

[Create Account](#)

[Log In](#)

[Help](#)

Office Location  
The University of Texas Rio Grande Valley  
1201 W. University Drive  
Human Resources  
MASS Building 2<sup>nd</sup> Floor  
Edinburg, TX 78539

Edinburg: (956)665-2451  
Brownsville: (956) 882-8205

Office hours:  
Monday-Friday  
8:00a.m. - 5:00p.m.

Email: [careers@utrgv.edu](mailto:careers@utrgv.edu)  
Website:  
<https://careers.utrgv.edu>

### Create an Account

Please provide the requested information below to create your account. You must have an account to apply to open positions.

Save time and upload your resume to prefill sections of your application.

[Upload Your Resume](#)

Login Information

\* Username

\* Password

\* Password Confirmation

\* First Name

\* Last Name

\* Email

\* Email Confirmation

\* Challenge Question  
Please select

\* Challenge Question Response

[Create account](#)

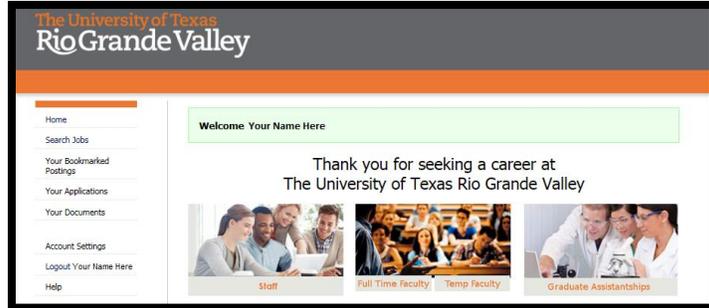
[Log In with LinkedIn](#)

Or Log in to your account

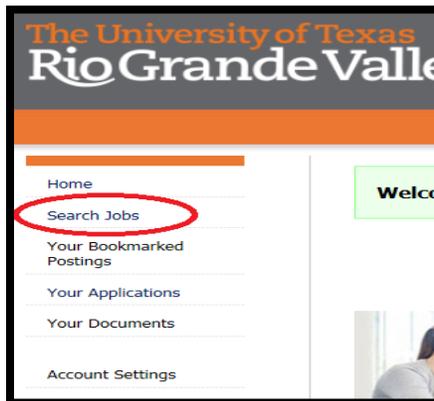
**UTRGV** The University of Texas Rio Grande Valley  
UT System Employee Benefits  
UT System  
Fraud Reporting

State of Texas  
Texas Homeland Security  
Texas Veterans Portal  
Where the money goes

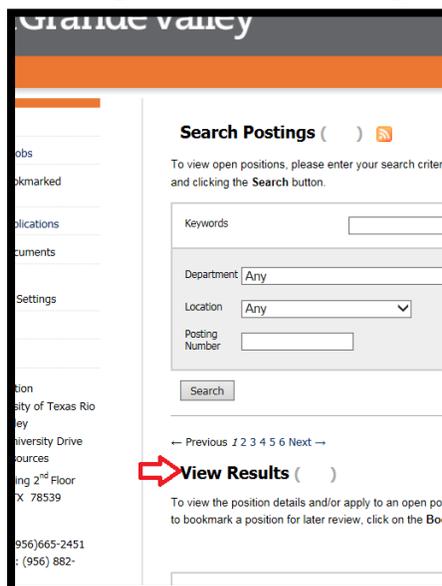
**Step 4:** Once you have created your account you will be redirected to your *Welcome Screen*.



**Step 5:** From your *Welcome Screen* you may select *Search Jobs* to begin.



**\*\*\*Please Note:** The *Search Jobs - View Results* will provide a current listing of all available jobs of all search categories before selecting from the search fields.



**Step 6:** In the search field, you can find eight different search field menus that may be used to filter your job search. Once you make your selections click *Search* to *View Results*.

Example ways to search:

- *Keywords*
- *Posted Within*
- *Department*
- *Location*
- *Posting Number*
- *Position Type*
- *Position Title*
- *Full/Part Time*

**Search Postings** ( )

To view open positions, please enter your search criteria below. You may view all open positions by not specifying any search criteria and clicking the **Search** button.

Keywords  Posted Within

Department  Position Type

Location  Position Title

Posting Number  Full/Part time

**Step 7:** Once you have selected a position click the job title to view the posting details and requirements for the position.

← Previous 1 2 Next →

**View Results** ( )

To view the position details and/or apply to an open position, click on the position title or the **View Details** link. If you would like to bookmark a position for later review, click on the **Bookmark** link. To email a position to a friend, click on the **Email to a Friend** link.

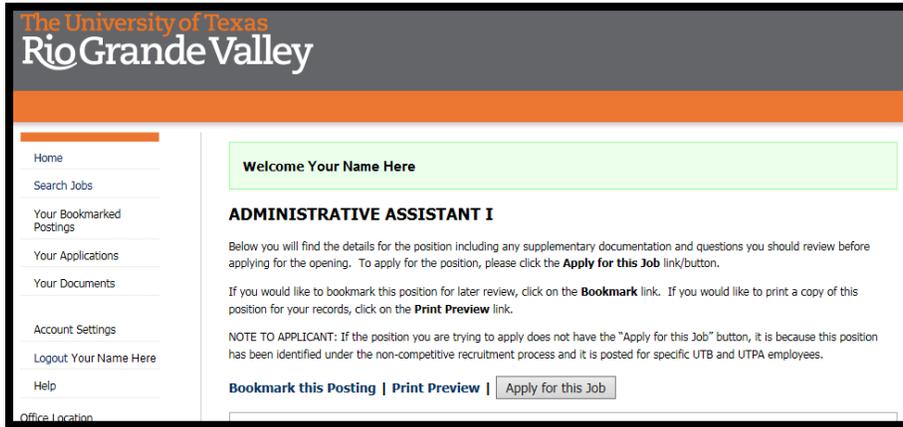
Posting Number	Department	Position Type
<a href="#">ADMINISTRATIVE ASSISTANT I</a>	SRGV****	Department
		Staff

To provide skilled and routine administrative support to the head of a department and the departmental staff and/or faculty in an academic or non-academic area. Responsible to perform routine administrative support assignments for a department head. Maintains routine financial data, which includes monthly budget and status reports.

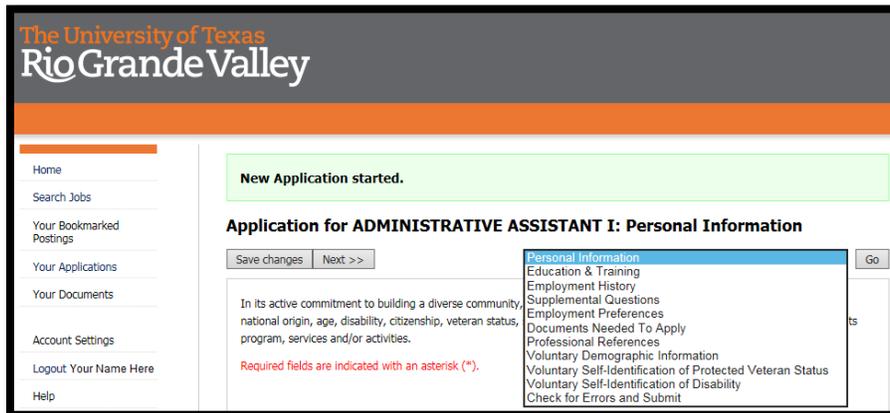
[View Details](#) | [Bookmark](#)

**\*\*\*Please Note:** Your search findings may include more than one result. Please click on the appropriate job title to get started.

**Step 8:** In the posting description you will find details about the position’s requirements and instructions to apply. To get started select *Apply for this Job*.

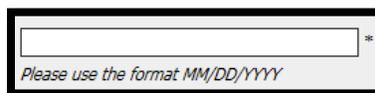


**Step 9:** On the next page, you will begin with your *Personal Information* tab. Notice that some of this information may be pre-populated based on your account set up. You may navigate to the other tabs of the application as you need by making a selection from the drop down menu and click go. Once all tabs are complete you will finish with the *Check for Errors and Submit* tab. An application is not complete until you click *Submit* and receive a confirmation number.



**\*\*\*Please Note:** All required fields will be indicated with an asterisk.

**\*\*\*Special Notes:** Where dates are required, please use the MM/DD/YYYY format



Please save changes before clicking *Next* or navigating to other tabs of the application.



**Step 10:** The next tab is *Education and Training*. Here you will provide information of High School and Post High School Education. To enter your educational history after high school click the *Add Post High School Education Entry* button beginning with the most recent.

Required fields are indicated with an asterisk (\*).

High School

\* Did you graduate from high school or receive a GED Certificate? Yes ▾

Highest grade level completed Please select ▾

Post High School Education

Please enter your educational history beginning with the most recent by clicking the Add Post High School Education Entry button. When finished, please click either the Next button or you can go to different pages of the application by selecting the page from the dropdown menu and clicking the GO button.

Add Post High School Education Entry

Training and Additional Information

Other education/training/skills

Please save changes before clicking *Next* or navigating to other tabs of the application.

**Step 11:** Continue to the *Employment History* tab. Here you will provide a listing of your previous employers beginning with the most recent by clicking the *Add Previous Employers Entry* button.

Application for ADMINISTRATIVE ASSISTANT I: Employment History

<< Prev Save changes Next >> Employment History ▾ Go

Former employers will not be contacted unless you become a finalist for a position. Please enter your previous employers beginning with the most recent by clicking the Add Previous Employers Entry button. When finished, please click either the Next button or you can go to different pages of the application by selecting the page from the dropdown menu and clicking the GO button.

Required fields are indicated with an asterisk (\*).

Add Previous Employers Entry

Please save changes before clicking *Next* or navigating to other tabs of the application.

**Step 12:** The *Supplemental Questions* tab will require responses to a set of questions based on the job expectations. Please save changes before clicking *Next* or navigating to other tabs of the application.

**Step 13:** The University of Texas Rio Grande Valley participates in Veteran’s Employment and Foster Child Preference. Please complete the online information requested in the *Employment Preferences* tab. If it is necessary for you to submit requested documentation, you may do so under the tab titled *Documents Needed to Apply*. Please save changes before clicking *Next* or navigating to other tabs of the application.



**Step 14:** The *Documents Needed to Apply* tab will provide a listing of documents to be included along with your application. All required documents will be needed to submit an application.

**\*\*\* Please Note:** For returning applicants, you may use previously uploaded documents by selecting the link located under *Alternatives*. A listing of versions will appear providing the option to select your document of choice. Once selected, you may click *Add to my Application*.

Return to your Application for ADMINISTRATIVE ASSISTANT I

**Upload Resume**

To upload your document(s), provide a name and description of the document. To choose a file to upload, click the Browse button and select the file from your computer. If you wish to write your document, click the Write a Document link. To attach a previously uploaded document, click on the Select Previously Added Document link.

The following types of documents can be attached: doc, docx, pdf, rtf, rtx, txt, tiff, tif, jpeg, jpe, jpg, png, xls, xlsx. If your document is not one of these file types, please convert it to pdf format prior to attaching.

When you are ready to submit your document(s), click the Submit button.

Name:

Description (optional):

File to Upload:

**Alternatives**

Return to your Application for ADMINISTRATIVE ASSISTANT I

**Use Previously Uploaded Resume**

To upload your document(s), provide a name and description of the document. To choose a file to upload, click the Browse button and select the file from your computer. If you wish to write your document, click the Write a Document link. To attach a previously uploaded document, click on the Select Previously Added Document link.

The following types of documents can be attached: doc, docx, pdf, rtf, rtx, txt, tiff, tif, jpeg, jpe, jpg, png, xls, xlsx. If your document is not one of these file types, please convert it to pdf format prior to attaching.

When you are ready to submit your document(s), click the Submit button.

Previously Uploaded Resumes:

Return to Application

	Name	Description	Date Added
<input type="radio"/>	Resume 05-04-15 17:37:04		Monday May 04, 2015 05:38:03 PM
<input type="radio"/>	Resume 05-30-15 15:15:48		Saturday May 30, 2015 03:16:04 PM
<input type="radio"/>	Resume 09-03-15 20:33:56		Thursday September 03, 2015 08:42:58 PM
<input type="radio"/>	Resume 10-15-15 22:29:38		Thursday October 15, 2015 10:30:16 PM
<input checked="" type="radio"/>	Resume 09-29-16 11:18:43		Thursday September 29, 2016 11:18:53 AM

**Alternatives**

Please save changes before clicking *Next* or navigating to other tabs of the application.



**Step 15:** The *Professional References* tab will require a minimum of three references. To add an entry click *Add Professional References Entry* for each reference.

**\*\*\*Please Note:** This is separate from the List of 3 References document choice. Depending on the type of position the document choice of *List of 3 References* may also be required.

Please save changes before clicking *Next* or navigating to other tabs of the application.



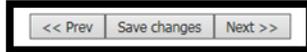
**Step 16:** The *Voluntary Demographic Information* tab is used to obtain demographic statistics from our applicants which is used to monitor the University's Affirmative Action and Equal Opportunity programs as required by EEOC, Office of Civil Rights, U.S. Department of Education, U.S. Department of Labor, and the Office of Federal Contract Compliance Programs. Completion of this form is voluntary. Submitted data will be kept confidential, will not be a part of your application, and will not be used in any way in determining your employment. Please save changes before clicking *Next* or navigating to other tabs of the application.



**Step 17:** The *Voluntary Self-Identification of Protected Veteran Status* tab requests this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA. The University of Texas Rio Grande Valley is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. If you believe you belong to any of the categories of protected veterans listed within this tab, please indicate by checking the appropriate box within. Please save changes before clicking *Next* or navigating to other tabs of the application.



**Step 18:** The *Voluntary Self-Identification of Disability* tab helps to measure the effectiveness of the outreach and positive recruitment efforts we undertake to provide equal opportunity to qualified people with disabilities. Completing this form is voluntary, and any answer you give will be kept private and will not be used in making a hiring decision. Please save changes before clicking *Next* or navigating to other tabs of the application.



**Step 19:** Continue to the *Check for Errors and Submit* tab to finalize your application. Sections that are complete will have a green “✓” and sections that are missing information will have a red “✗”. Should your application be incomplete a detailed message will appear.

**Application for ADMINISTRATIVE ASSISTANT I** [edit this application](#) | [print version](#)

**Your application is incomplete.**

One or more sections have invalid or incomplete responses. You can review the summary below for sections marked with a red “X” and click on the section name for more details.

Your Documents Needed To Apply have not yet been successfully attached to this application.

- The following documents are required and **must be included** with this application before it may be submitted for consideration.  
 Resume: None [Add Resume](#)

In the event that this occurs, you may scroll through this tab and locate the sections identified in the message as incomplete.  
 For example: The section of *Employment History* is incomplete. You may select the section heading so that it may redirect you to the tab of the application with the missing information.



Continue to the *Employment History* tab and a detailed message will appear outlining the missing information. You will also notice that the field is highlighted in red

**"Employment Start Date" is required**

**Application for ADMINISTRATIVE ASSISTANT I: Employment History**

<< Prev | Save changes | Next >> | Employment History | Go

Former employers will not be contacted unless you become a finalist for a position. Please enter your previous employers beginning with the most recent by clicking the Add Previous Employers Entry button. When finished, please click either the Next button or you can go to different pages of the application by selecting the page from the dropdown menu and clicking the GO button.

Required fields are indicated with an asterisk (\*).

**Employment Start Date**  **\* This field is required.**  
 Please use the format MM/DD/YYYY

**Step 20:** Continue to the *Check for Errors and Submit* tab and review your application. Should all sections be complete you will notice the *Certify and Submit* button.

**Application for ADMINISTRATIVE ASSISTANT I** [edit this application](#) | [print version](#)

✓ **Personal Information**

In its active commitment to building a diverse community, UTRGV rejects discrimination on the basis of race, color, religion, national origin, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression in any of its program, services and/or activities.

**Contact Information**

**Step 21:** Once you select *Certify and Submit*, carefully read through the certification statement. Click the certify box to accept and agree with the statements. Initial in the appropriate field and select *Submit this Application*.

**Certify and submit your Application for ADMINISTRATIVE ASSISTANT I**

**Certification**

I certify that all statements made on this application and the information contained in all other documents I have submitted in support of my application are true and complete to the best of my knowledge. I understand that The University of Texas Rio Grande Valley (UTRGV) may verify the information I have furnished.

I understand and agree that any misrepresentation, omission, or falsification of information provided constitutes grounds for immediate dismissal and may disqualify me for employment at UTRGV. I do hereby certify that if I did attach any documents to my application, I have removed any confidential information and/ or my picture from my resume. UTRGV will be held harmless from any liability as a result of that information being kept on any attachments associated with my application.

I authorize UTRGV to make inquiries regarding my education, work experience, references, credit and criminal history. If I am a previous employee of The University of Texas at Brownsville or The University of Texas-Pan American, I also acknowledge that UTRGV or its designee may review my existing personnel file at UTB or UTPA, as well as UTRGV's files on any previous employment applications I have made to UTRGV. I understand that any job offer or subsequent employment may be conditioned on the University's receipt of a satisfactory background inquiry. I agree to cooperate in such inquiry and understand that providing misleading information may result in disqualification and/or termination. By electronically submitting this application, I certify that I have read and agree with these statements and conditions.

The Immigration Reform and Control Act of 1986 requires all new employees to provide proof of identity and eligibility to work in the United States. I understand, if hired, that I will be required to complete the federal Employment Eligibility Verification form, I-9, and present acceptable, original documents to prove my identity and authorization to work in the United States. Information from the documents will be submitted to the federal E-Verify system for verification. Documents must be presented no later than the third day of employment. In compliance with H.B. 558 passed during the 76th legislative session, UTRGV requires all male citizens/nationals to provide proof of registration with the Selective Service System or exemption from registration, prior to employment.

UTRGV is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, veteran status, or sexual orientation.

If you experience problems applying online please go to help for more information or email the recruiting team at [careers@utrgv.edu](mailto:careers@utrgv.edu).

By electronically submitting this application, I agree to these conditions. In order for your application to be reviewed for this position, please answer the supplemental questions and check the certify statement above. I certify that I have read and agree with these statements.

I certify that I have read and agree with these statements.

Please enter your initials to verify your identity.

or

**\*\*\*Please Note:** Your acknowledgement is required by selecting your agreement, signing your initials, and clicking *Submit this Application*.

**Step 22:** Once you click *Submit this Application*, you will receive a confirmation message. Your application is now submitted for further review. An application is not complete until you click *Submit* and receive a confirmation number.

**Your Application has been submitted.**

**You have successfully submitted your Application.**

Your confirmation code is

**CN\*\*\*\*\***

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

At any time, you may  
view your completed Application here or  
continue your Posting search.

**Thank you for your interest in  
The University of Texas Rio Grande Valley!**

**For questions please contact:**



*Recruitment and Staffing*

*Office of Human Resources*

956-665-2451

Department Email: [careers@utrgv.edu](mailto:careers@utrgv.edu)

Brownsville • Edinburg • Harlingen