



University of Pittsburgh

Searching for positions at the University of Pittsburgh

How do I find out what jobs are available at the University of Pittsburgh?

1. **Go online.** Visit Pitt's online employment site: www.pittsource.com
2. **Create an account.** Create an online account to apply for employment. Enter a unique username and password of your choosing. You should use the same profile for any and all jobs for which you are applying.
3. **Search for jobs.** Search all current staff, faculty or student job openings for employment opportunities.

The job listings for all open staff, faculty, and student positions are available at www.pittsource.com. Click on a button to search (Staff Positions, Faculty Positions, etc.), or click 'Search Jobs' in the menu, then 'Search' to see the list of all job openings.

Please note: All staff and student applications must be submitted through www.pittsource.com. Although all faculty and research associate positions are placed on www.pittsource.com, such applications must be submitted according to the instructions provided on the specific posting.

What if I don't have access to a computer or need assistance completing an application?

The Office of Human Resources has a computer kiosk in the lobby of Craig Hall Monday through Friday from 8:00 a.m. until 4:30 p.m.. The University of Pittsburgh's online employment site is designed to make the employment process more efficient and accessible for job seekers and offers these advantages:

- **Up-to-date information.** Job postings are updated daily
- **Accessibility.** Job postings are accessible online.
- **Flexibility.** Job seekers can submit additional documentation and answer questions from hiring managers electronically.

"We aspire to be a university that embodies diversity and inclusion as core values that enrich learning, scholarship and the communities we serve."

—Chancellor Patrick Gallagher



What if I forgot my username or password?

In PittSource, click 'Log in' located in the menu and click on the 'Forgot your username or password?' link. If you fill in the email address (used in your account) and click 'Retrieve Username' the system will send you an email with your username.

If you need assistance completing your application or applying for a job, please call our applicant help at **412- 624-7000, option #3.**

Frequently Asked Questions

For directions to the Office of Human Resources at the University of Pittsburgh, visit: www.hr.pitt.edu/map-and-directions

How do I find out what jobs are available at the University of Pittsburgh?

The job listing for all open Staff and Faculty positions is available at www.pittsource.com. Click on a button to search (Staff Positions, Faculty Positions, etc.), or click 'Search Jobs' in the menu, then 'Search' to see the list of all job openings.

How do I apply for a job?

First, create an account. Choose a unique username and password to log in and keep your information secure. Once you have logged into the system, you may search for and apply to open positions by following the staff application instructions provided.

Each posting for open Faculty, Student, or Research Associate opportunities will have specific application instructions included in the posting.

Can I apply for more than one position at a time?

Yes, once you have created an account in PittSource, you may apply for multiple positions that match your qualifications. When you revisit the site, the original application you created will be available for you to use and/or update to apply for other positions.

Can I apply directly to the department in which I wish to work?

PittSource is the central source for all open staff and student positions. Only job seekers who create an application and apply online through PittSource will be considered for employment.

Faculty and Research Associate positions will have specific instructions in each posting.

How will I know if a position for which I applied has been filled?

You may check the status of your application by logging into the system and viewing the listing of positions for which you have applied for by using the 'Your Applications' link on the left navigation bar. Once a position is filled, its status will change to 'Position Filled.'

Can I use different resumes and cover letters for different positions?

Yes. You can submit a new resume for each position for which you apply. The site will hold several versions of your resume and cover letter within the 'Your Documents' section the left navigation bar.



Can I make changes to my application after submitting?

This depends on multiple factors including how long after the original submission of the application as well as the point in the recruiting process of the hiring department. Call the Office of Human Resources at **412-624-7000, option #3**.

Why am I having trouble attaching my resume, cover letter, or other documents?

You may upload and attach files in these formats:

- Microsoft Word® or similar word processing (.doc, .docx, .rtf, .rtx)
- PDF
- Plain text, such as from Notepad (.txt)
- Microsoft Excel® (.xls, .xlsx)
- Graphics (.tiff, .tif, .jpeg, .jpg, .jpe, .png)
- Video (.flv, .mov)

The system cannot accept audio, PowerPoint, Visio, web pages, or bitmap (.bmp) files. In addition, **there is a size limit of 9MB per document**.

What if I don't have access to a computer or need assistance completing an application?

The Office of Human Resources provides hands-on assistance Monday through Friday from 8:00 a.m. until 4:30 p.m. PittSource may be accessed anytime.

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Paper applications, faxes, and emails are not accepted and unsolicited resumes will not be added to any applicant pool.