



**DIVISION OF AGRICULTURE
RESEARCH & EXTENSION**
University of Arkansas System

Frequently Asked Questions

Where do I begin?

For consideration, you must create an online profile in our [Cooperative Extension Service Jobs Portal](#). This secure profile allows you to build & edit online applications or check existing application statuses.

To apply, simply find the job listing you're interested in and click the **Apply to this Job** button. Paper applications will not be accepted for regular Faculty or Staff positions.



What documents do I need to apply?

All applications require a resume, cover letter, and the name & email address for three (3) professional references. Some positions may also require an unofficial transcript. Please have this information available to you in electronic format during the application process. You won't be able to complete the application until the required items have been uploaded. If you are having trouble uploading a document, contact Human Resources for assistance at the number below.

If I have a resume, why do I need to complete the Employment History section of the application?

Our application asks for additional information not frequently included in resumes, such as supervisor information, salary detail, and the reason for leaving employment. If you do not complete the Employment History, your application will not be considered.



What is Vitae?

Vitae is a service provided by the Chronicle of Higher Education that allows a person to search and apply for jobs with multiple institutions of higher education. Vitae is not affiliated with Cooperative Extension, and you can apply to our postings without it by clicking the link under the heading **Log In without Vitae**.



I don't have an email account. Can I still apply?

An email address is required to create an online profile and apply to our postings. If you do not have an email account, you can sign up through a service such as Yahoo, Gmail, or Hotmail for free. For assistance with this, contact Human Resources at the number below.

Contact Us:

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