Guide to Applicants

Steps to create and submit an application

Jobs Website
Visit https://jobs.regis.edu

Log In
   1. Current user:

       a. Click "Log In"

           i. Enter username and password

           ii. Click here to retrieve username or password

            iii.. Contact HR if username is unknown

   2. New user:

       b. Click Create Account

           i.   Click on Create Account
                a.   Upload your Resume
                b.   Complete required information
                c.   Click Create Account

Search Jobs

   1.   Click Search Jobs
   2.   Results can be filtered by: Position Category, FT/PT, Campus Location and Department.
   3.   Select a position by clicking on the title in blue or View Details.

Campus Associate   Staff   Full-Time   DTC   Student Services (STSV)   11/18/2016

The Campus Associate provides a high level of customer service and sensitivity in responding to telephone, online and walk-in students and staff. This person will have a broad knowledge of all university departments to answer general inquiries about student accounts, financial aid and registration, as well as other student related processes and policies. The Campus Associate is also the recepti...

View Details | Bookmark

Create and Submit Application

   1.   Click Apply for this Job

Campus Associate

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening. To apply for the position, please click the **Apply for this Job** link/button.

If you would like to bookmark this position for later review, click on the **Bookmark** link. To email this position to a friend, click on the **Email to a Friend** link. If you would like to print a copy of this position for your records, click on the **Print Preview** link.

Bookmark this Posting | Print Preview | Apply for this Job

   2.   Complete Contact Information and General Information – Click save changes and next.

3. Attach Documents needed to apply. Click one of the required documents.

Application for Campus Associate: Documents needed to Apply

[<< Prev] [Save changes] [Next >>]   Documents needed to Apply ▼ [Go]

You may be asked to attach any optional or required documents. If you begin applying, but do not finish attaching all of your documents, the documents that you have attached will be held in the system.

Add Required Resume/Curriculum Vitae
Add Required Cover Letter
Add Optional List of References

[<< Prev] [Save changes] [Next >>]   Documents needed to Apply ▼ [Go]

4. Click Browse. Select file. Then click Add to my Application.

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

Name:

Resume/Curriculum Vitae

Description (optional):

File to Upload:

[Browse...] No file selected.

[Add to my Application]

Alternatives

Write Resume/Curriculum Vitae
Use Previously Uploaded Resume/Curriculum Vitae

5. Click on the next document to add and follow the same steps for each document. Click save changes and next.

Application for Campus Associate: Documents needed to Apply

[<< Prev] [Save changes] [Next >>]   Documents needed to Apply ▼ [Go]

You may be asked to attach any optional or required documents. If you begin applying, but do not finish attaching all of your documents, the documents that you have attached will be held in the system.

Add Required Cover Letter
Add Optional List of References

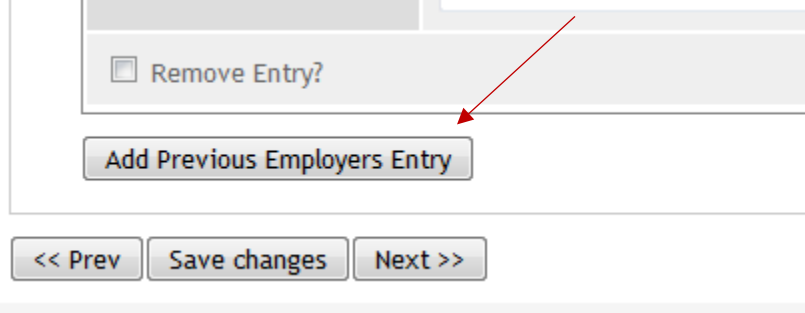| Document Type	Filename	Status	(Actions)
Required Resume/Curriculum Vitae	Resume/Curriculum Vitae 11-30-16 16:47:50	PDF conversion in process	Replace Resume/Curriculum Vitae

[<< Prev] [Save changes] [Next >>]   Documents needed to Apply ▼ [Go]

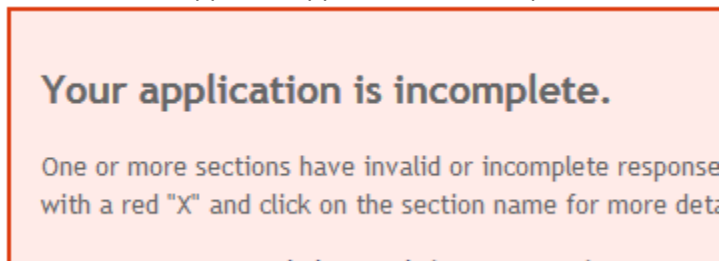6. Complete Educational History – Click save changes and next.

7. Complete Employment History – If a section with an asterisk is missed, the application cannot be submitted.
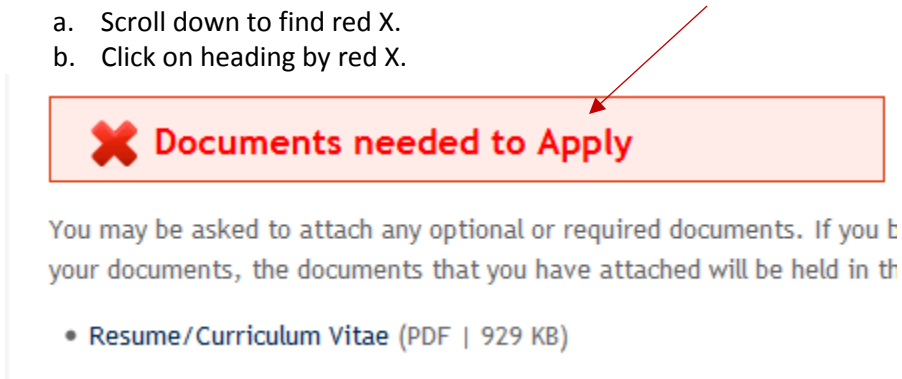   a. Click Add Previous Employers Entry if you've worked more than one job in the last 7 years.

    ☐ Remove Entry?

    Add Previous Employers Entry

    << Prev   Save changes   Next >>

    b. Click save changes and next.

8. Notification will appear if application is incomplete.

    Your application is incomplete.

    One or more sections have invalid or incomplete response
    with a red "X" and click on the section name for more det:

    a. Scroll down to find red X.
    b. Click on heading by red X.

    ❌ **Documents needed to Apply**

    You may be asked to attach any optional or required documents. If you k
    your documents, the documents that you have attached will be held in th
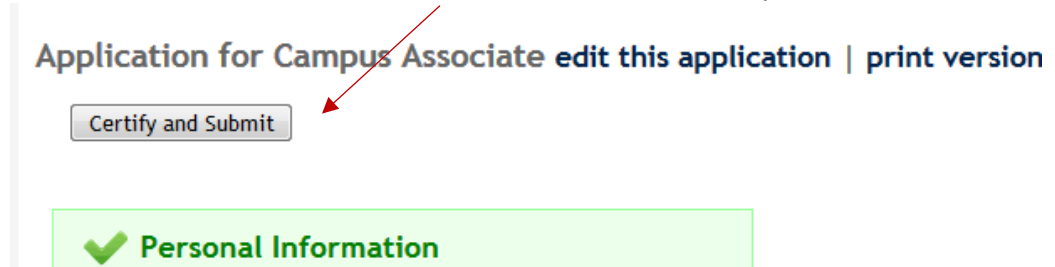
    • Resume/Curriculum Vitae (PDF | 929 KB)

    c. Errors will be highlighted in red or listed below the missing section.
    d. Documents needed to apply might not load correctly. If this happens, you will be alerted. Click Replace and upload document again.

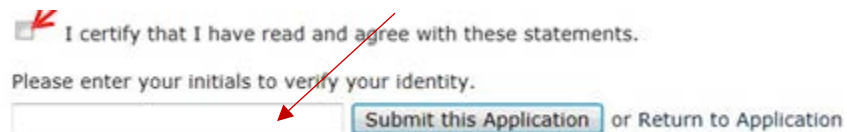| Document Type	Filename	Status	(Actions)
Required Resume/Curriculum Vitae	Resume/Curriculum Vitae 11-30-16 16:47:50	PDF conversion failed	Replace Resume/Curriculum Vitae
Required Cover Letter	Cover Letter 11-30-16 17:23:14	PDF complete	View Replace Cover Letter

    e. Fix the errors then click save changes and next.

9. Certify and Submit
    a. Once all information is entered, read statement and click Certify and Submit.

    Application for Campus Associate edit this application | print version

    Certify and Submit

    ✔ Personal Information

    b. Click certification box and enter initials. Click Submit this Application.

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

    Please enter your initials to verify your identity.

    [_____] Submit this Application or Return to Application

    c. Click Edit this Application if corrections need to be made.
    d. Click Print Version if you would like a printed copy.
    e. Once submitted, you will receive an email confirming receipt of your application.

10. Check status of application
    a. Log into https://jobs.regis.edu/login
    b. Click on Your Applications where you can view the status for completed and pending applications.

    HOME

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