

Quick Guide: How to request access to JobX (Non-Student Applicants)

Follow the link to JobX: [JobX](#) > **Home Page** > click on **Non-Student Applicants**.



🏠 Employees ▾ Supervisors and Administrators ▾

Welcome to UTRGV's Student Employment Portal



Applicants & Student Employees

- Search and apply for jobs
- Sign up for JobMail notifications about positions that interest you.
- Enter time and submit your timesheets



Non-Student Applicants

- Search and apply for jobs
- Sign up for JobMail notifications about positions that interest you.



On-Campus Employers

- Create and post jobs
- Review applications
- Hire students
- Manage timesheets
- Employment guidelines and required documents.



Off-Campus Employers

- Create and post jobs
- Review applications
- Non-profit community service agencies may submit an 'Interest Form' to participate in UTRGV Work Study Program

Click on **Create a Non-Student Account**.



Home Employees Supervisors and Administrators



Non-Students Applicants

Search for a job or sign up for e-mail notifications about positions that interest you.

Information

About Us

Part Time employment available if not considered student at UTRGV. "If you are a student, please refer to **Applicants and Student Employees** tab to search for on campus jobs". [Student Employment | UTRGV](#)

Eligibility, qualifications, and options for student employment

Click the above link to learn more about employment eligibility, qualifications, and options for non-students.

Hiring Process

To learn more about the hiring process at UTRGV, please click the link above to review our pdf on hiring.

Onboarding

Criminal Background Check (CBC)

Click the link above to complete your criminal background check.

I-9 Verification

Step 1: Complete the application.

Step 2: Present original and unexpired documents for I-9 Employment Eligibility Verification purposes to the Office of Human Resources. ([Campus Map](#)).

Acceptable Documents for I-9

Biographical Form (Link) – only if new hire with UTRGV

Forms

Click here to review the forms and information required to begin work.

Additional Links

FAQs

[Training](#) Guides and Resources | UTRGV

[Tutorials/ Guides](#) Guides and Resources | UTRGV

Contact Us

Have questions? Click here and send us your questions, suggestions, or concerns.

Site Links

Create a Non-Student Account

Click above if you are not a Student who needs an account to apply for a job.

Login to Site

Click here to log in and then click the 'Employees' menu to review your recently applied jobs, update your JobMail Subscription, and access your timesheet.

Find a Job

Conduct either quick or advanced searches for available jobs. Submit an online job application.

Complete and submit the **New Account Registration** form.

The University of Texas
Rio Grande Valley

🏠 Employees - Supervisors and Administrators -

New Account Registration

Please complete all of the information below. Thank you.

Please enter your information below to establish a new non-student account.

Email Address *

First Name *

Middle Name

Last Name *

Street 1

Street 2

City


State

Zip Code

Phone

Email Address for JobX *
Email address used for JobX including applications

This must be verified prior to submitting the form

I'm not a robot  [Privacy](#) [Terms](#)

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After submitting the request, please allow 1-3 business days for the request to be reviewed by Student Employment. Once access has been granted, a confirmation email will be sent.