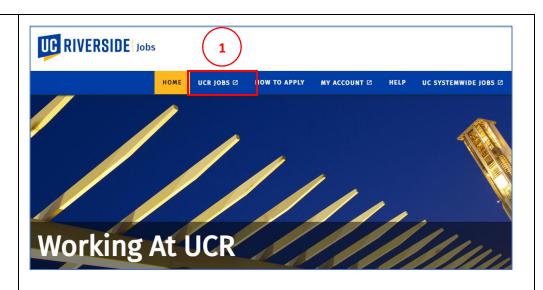


UCR Jobs Search

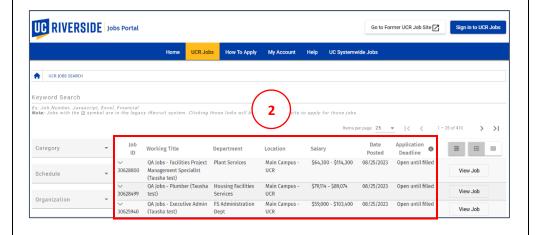
Use these steps to search for job openings in the UCR Jobs Portal. You can refine your job search by using keyword search or search filters.

Navigate to: https://jobs.ucr.edu

 From the UC Riverside Jobs homepage, click the UCR Jobs tab. This will take you to the Jobs Portal page.

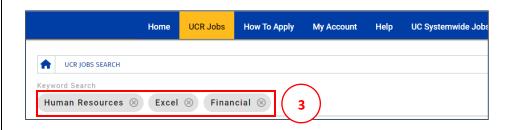


 The Jobs Portal page displays a listing of all current job opportunities.



 Use the Keyword Search field to search for jobs using specific keywords. You may type in a single keyword, multiple keywords, or Job ID numbers.

Search results will display all jobs that have the keywords in the recruitment or job description.



How to Search for Jobs 10/30/23

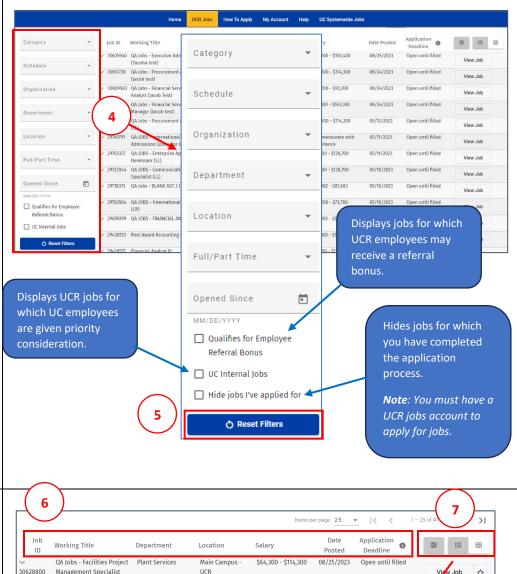


4. Refine your job search by using the **Search Filters**. In addition to the keyword search choice, the **Search Filters** allows you to narrow down the job listing by using additional job criteria.

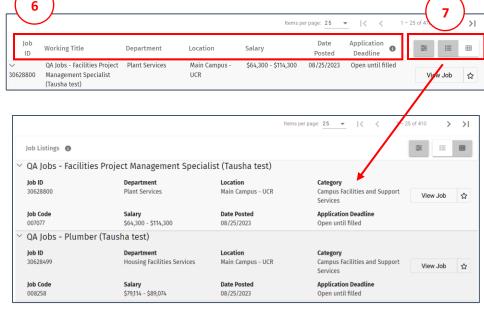
Click the drop-down arrow for

Click the drop-down arrow for each category to select one or more criteria.

Click the Reset Filters button to remove all filters and return to the default job listing.



- You can also click the Column Headings to sort job listing by that category.
- 7. There are 3 **Job Listing View** options, select the:
 - Hide Filters button to hide the Advance Search menu.
 - Show List View button to display the job listing as a list.
 - Show Grid View button to display the job listing in grid View.





 Click the Job ID drop-down arrow or any of the Job Row Titles to display the job category and a brief job description.

Date Application Job **Working Title** ∷ **Department** ↓ Location ID Deadline Senior Public 07/06/2022 Open until filled VCUA University Main Campus -\$71,100 -Job 🖸 26930345 Information Relations UCR \$99,900 Officer Category: Management and Professional *This position is eligible for hybrid accommodations* The senior public information officer will enhance UC Riverside's reputation through reporting and disseminating peer-reviewed research and other news related to UC Riverside's School of Business, School

Select the Star icon to favorite job opportunity and add it to your Watch List.

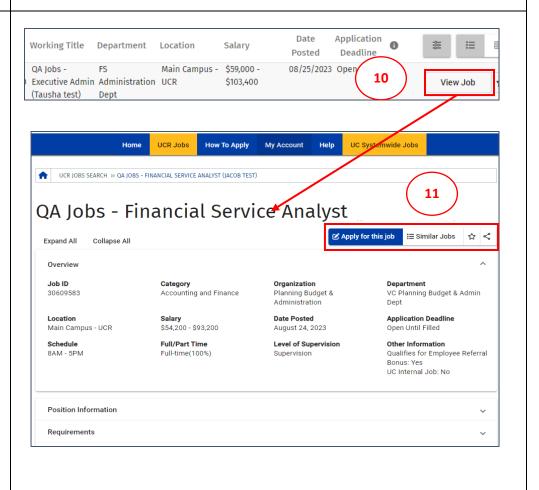
Note: You must be signed in to your UCR jobs account to add a favorite.



 Click the View Job button to view the complete job description.

The **Job Description** page will display. Here you can view other job information such as:

- Position Information
- Additional Information
- Job Description Details
- Key Responsibilities
- Other Requirements
- 11. From the **Job Description** page, you can choose to:
 - Apply for this job
 - View Similar Jobs
 - Favorite this job
 - Share this job on social media



How to Search for Jobs 10/30/23



12. Clicking the **Similar Jobs**button displays job
opportunities within the same
category as the job displayed.

