

Creating Profile

SV SU SAGINAW VALLEY STATE UNIVERSITY. Employment Opportunities

HOME
SEARCH POSTINGS
CREATE PROFILE
LOGIN

your interest in a career with State University!

Click "Create Profile"

Please do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site. Use the navigational buttons within the site.

New Users
Please take a moment to become familiar with the system.

- To search positions, click the **Search Postings** link at left.
- To apply for a Job, click the **Create Profile** link at left, then follow the directions.
- For step-by-step instructions on how to apply, click the **How to Apply Tutorial** link to your left.

Returning Users
After logging into the system (by clicking **Login** at left), you may:

- Edit** your existing application.
- Apply** to new positions without re-entering your application information.

Login

SV SU SAGINAW VALLEY STATE UNIVERSITY. Employment Opportunities

If you have already created a user name for Saginaw Valley State University, [click here](#) to login using your existing user name and password.

Select User Name and Password:

Select User Name:
Use between 6 and 20 letters or numbers.

Password:
Use between 6 and 20 letters or numbers.

Re-enter Password:

CONTINUE TO PAGE 1 OF STAFF PROFILE >>

[Security Information](#)

CANCEL

Type your User Name

Re-enter Password twice

Click to continue

Login

**SAGINAW VALLEY**
STATE UNIVERSITY. **Employment Opportunities**

Before beginning your application, please enter a question and answer that only you know. If you forget your password when returning to the site, the system will reset it once you answer this question correctly.

This question and answer will not be part of your employment application.

The question and answer are case-sensitive.

*Required information is denoted with an asterisk.


Your Question and Answer

* Please enter a question (e.g. What is my mother's maiden name?):	<input type="text"/>
* Please enter the answer to your question:	<input type="text"/>

*Required information is denoted with an asterisk.

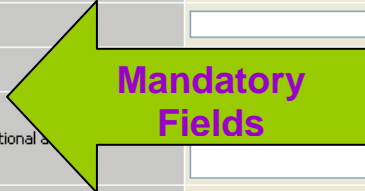


Personal Information

**SAGINAW VALLEY**
STATE UNIVERSITY. **Employment Opportunities**

Personal Information

* First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
* Last Name:	<input type="text"/>
* Address: (Enter international addresses if applicable)	<input type="text"/>
* City: (Enter N/A if not applicable)	<input type="text"/>
State (enter NA if a non U.S. address):	<input type="text"/>
Zip Code: (Enter N/A if not applicable)	<input type="text"/>
Country:	<input type="text"/>
Primary Contact Number:	<input type="text"/>



Voluntary Demographic Data

SV SU SAGINAW VALLEY STATE UNIVERSITY. Employment Opportunities

*Required information is denoted with an asterisk.


Voluntary Demographic Data

Gender:	<input type="radio"/> Female <input type="radio"/> Male <input checked="" type="radio"/> Not Disclosed
Race:	<input type="radio"/> American Indian/Alaskan Native <input type="radio"/> African American <input type="radio"/> Asian/Pacific Islander <input type="radio"/> Caucasian <input type="radio"/> Hispanic <input type="radio"/> Other <input checked="" type="radio"/> Not Disclosed
Are you disabled? *	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not Disclosed
Are you a veteran of the Vietnam Era? *	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not Disclosed
Are you a disabled veteran? *	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not Disclosed

*Required information is denoted with an asterisk.

<< **SAVE AND RETURN TO PREVIOUS** **SAVE AND CONTINUE TO NEXT >>**

SAVE AND STAY ON THIS PAGE **EXIT**



Educational History

SV SU SAGINAW VALLEY STATE UNIVERSITY. Employment Opportunities

Did you graduate? *	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Response
Name of School: *	<input type="text"/>
City: (Enter Non-US Address if applicable) *	<input type="text"/>
State (enter NA if a non U.S. address): *	<input type="text"/>
Major (if applicable): *	<input type="text"/>
Degree (if applicable): *	<input type="text"/>
Number of Years Completed: *	<input type="text"/>
Did you graduate? *	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Response


*Required information is denoted with an asterisk.

<< **SAVE AND RETURN TO PREVIOUS** **SAVE AND CONTINUE TO NEXT >>**

SAVE AND STAY ON THIS PAGE **EXIT**



Employment History

**SAGINAW VALLEY**
STATE UNIVERSITY. **Employment Opportunities**

Employment History
Page 4 of 6

On this page, please enter your employment history, beginning with your most recent employer.
Please note: If you have no previous employment history, click the **Save and continue to next>>** button.

- To add a new Entry, click the **Add New Entry** Button Below.
- When complete, click the **Save and continue to Next >>** button.
- To view more details about an existing entry, click the **View** link for the entry.
- To edit an existing entry, click the **Edit** link for that entry.
- To delete an existing entry, click the **Delete** link for that entry.

Existing Entries

No Records Found

ADD NEW ENTRY **Click to add new entry**

<< SAVE AND RETURN TO PREVIOUS **CONTINUE TO NEXT >>** **Click to continue**

EXIT

References

**SAGINAW VALLEY**
STATE UNIVERSITY. **Employment Opportunities**

E-mail Address:	<input type="text"/>
* How do you know this reference?	<input type="text"/>
* Name of Reference:	<input type="text"/>
Title/Occupation:	<input type="text"/>
* Phone Number:	<input type="text"/>
E-mail Address:	<input type="text"/>
* How do you know this reference?	<input type="text"/>

*Required information is denoted with an asterisk.

<< SAVE AND RETURN TO PREVIOUS **SAVE AND CONTINUE TO NEXT >>** **Click to continue**

SAVE AND STAY ON THIS PAGE **EXIT**

Additional Information

SV SU SAGINAW VALLEY STATE UNIVERSITY. Employment Opportunities

I authorize my current and all previous employers to cooperate with Saginaw Valley State University and to release, on a confidential basis, any information they may have concerning me, including any information contained in my personnel record or otherwise known by them to Saginaw Valley State University in connection with my application for employment with Saginaw Valley State University. I specifically release from liability any current or former employer, its agents, representatives, employees, officers or directors for giving such information to Saginaw Valley State University.

* BY CHECKING this box, I authorize and agree with these statements.

Please click the **SAVE AND CONTINUE TO NEXT** button to save your information. It may take up to 1 minute to process your information.


Once you click **SAVE AND CONTINUE TO NEXT**, please **DO NOT** click any links or buttons until you have exited the page, otherwise your application data may not save properly.

*Required information is denoted with an asterisk.

[<< SAVE AND RETURN TO PREVIOUS](#) [SAVE AND CONTINUE TO NEXT >>](#) [SAVE AND STAY ON THIS PAGE](#) [EXIT](#)



Click on the check box



Click to continue

Profile Summary

SV SU SAGINAW VALLEY STATE UNIVERSITY. Employment Opportunities

Have you ever been convicted of a felony?	No
If Yes, give date, place, charge and disposition:	
Are there any pending felony charges against you?	No
If Yes, give date, place, charge and status of case:	
Have you ever been convicted of a misdemeanor?	No
If Yes, give date, place, charge and disposition:	

[Edit My Information](#)  [View Staff Profile](#)

Profile Status

Certify changes and save application

[CANCEL](#) [CONTINUE](#)



Edit your Profile



Click to continue

Search Postings

SVSU SAGINAW VALLEY STATE UNIVERSITY. Employment Opportunities

HOME
SEARCH POSTINGS
CREATE PROFILE
LOGIN

• ECS HOME
• BENEFITS
• FAQs
• HOW TO APPLY TUTORIAL

Please do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site. Use the navigational buttons within the site.

New Users
Please take a moment to become familiar with the system.

- To search positions, click the **Search Postings** link at left.
- To apply for a Job, click the **Create Profile** link at left, then follow the directions.
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Returning Users
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- Apply** to new positions without re-entering your application information.

Search Postings

SVSU SAGINAW VALLEY STATE UNIVERSITY. Employment Opportunities

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• FACULTY POSTINGS
• ECS HOME
• SUPPORT STAFF POSTINGS (INTERNAL ONLY)
• BENEFITS
• FAQs
• HOW TO APPLY TUTORIAL

Please do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site. Use the navigational buttons within the site.

Please note: This search page is for Administrative/Professional and External Support Staff and Temporary positions only. If you are interested in faculty positions, please click the **Faculty Postings** link at the left.

To view postings, please enter your search criteria below.

To view ALL posted positions, click the search button at the bottom of the screen, without specifying any search criteria.

Search Postings

Enter keyword to search Job Title: Employee Status:

Department:

SEARCH **CLEAR RESULTS**

Click "Search"

Search Postings

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• POSTINGS (INTERNAL ONLY)
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Search Results

9 Records

<input checked="" type="checkbox"/> Position Title	<input checked="" type="checkbox"/> Job Open Date	<input checked="" type="checkbox"/> Employee Group	<input checked="" type="checkbox"/> Department	<input checked="" type="checkbox"/> Empl Status
Instructional Technology Support Specialist for COE	09-28-2005	Administrative/Professional	Information Technology	Full T
Custodial/Maintenance II	09-27-2005	Support Staff (Campus Facilities)	Art	Tempo
Delivery Clerk			Information Technology	Full T
Administrative Assi				Full T
Help Desk Analyst	09-19-2005	Administrative/Professional	Information Technology	Full T
work flow test	07-08-2005	Administrative/Professional		Full T
Jennifer's Job	05-20-2005	Administrative/Professional		Full T

Click to Sort Data

Click to "View" Full Posting and Apply

View Postings

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position recruits, trains, and supervises student employees. This position is open to internal applicants only.

Minimum Qualifications: Bachelor's Degree in computer/education field or closely related field. Preference will be given to candidates with Master's degrees in Education, Computer Training, or related fields and certifications in Word, Excel, PowerPoint, FrontPage, Flash, and Dreamweaver.

Preferred Qualifications: Additional preference given to candidates with demonstrated experience in Blackboard, troubleshooting micro computer hardware and software problems in offices and computer labs [PC and Mac], nonlinear editing [especially Final Cut Pro, Media 100, Canopus/EDIUS platforms], use of digital still and video cameras, CD and/DVD development, and Internet search engines. Organized self-starter.

Special Instructions:

[Return to Search Results](#)

APPLY FOR THIS POSTING

Click to return back to Search Results

Click to "View" Full Posting and Apply

Login

The screenshot shows the SVSU Employment Opportunities login page. The header includes the SVSU logo and the text 'SAGINAW VALLEY STATE UNIVERSITY. Employment Opportunities'. A left sidebar contains navigation links: HOME, SEARCH POSTINGS, CREATE PROFILE, LOGIN, ECS HOME, BENEFITS, FAQs, and HOW TO APPLY TUTORIAL. The main content area has two sections: 'New Applicant:' with a 'Click here' link for users who haven't completed a profile, and 'Existing Users:' with a text prompt, 'User Name:' and 'Password:' input fields, a 'LOGIN' button, and a link for 'I Forgot My Password'. Annotations include a green arrow pointing to the 'Click here' link in the 'New Applicant' section with the text 'Click here if new profile', and a yellow box with the text 'If you do not remember your password, DO NOT submit a new profile. Click on the "I Forgot My Password" link.' and a green arrow pointing to the 'I Forgot My Password' link with the text 'Click here'.

Supplemental Questions

The screenshot shows the 'Supplemental Questions' page for the position of 'Instructional Technology Support Specialist for COE'. It includes a notice that the user's profile is not eligible for review until they receive a confirmation number. Instructions state that to have the profile reviewed, the user must answer supplemental questions, check the certify statement, and click the 'Submit Answers to Supplemental Questions...' button. A note mentions that if the user does not wish to be considered, they should click the 'Cancel Applying to this Posting' button. A recommendation is given to use browser navigation buttons instead of 'Back', 'Forward', or 'Refresh' to avoid data loss. A note indicates that required information is denoted with an asterisk. The 'Supplemental Questions' section contains two questions: 'Are you currently employed at Saginaw Valley State University?' and 'Do you have a bachelor's degree in computer related field?'. Each question has radio button options for 'No Response', 'Yes', and 'No'. A green arrow points to these questions with the text 'Answer Questions that determine minimum qualification'. Below the questions is a 'Certify Profile' section with a 'DRUG-FREE WORKPLACE ACT' notice.

Supplemental Questions

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7400 Bay Road, University Center, Michigan 48710.

AA/EOE Statement
Saginaw Valley State University is an equal opportunity/affirmative action employer.

CERTIFICATION
I understand and agree to the fact that employment at Saginaw Valley State University is conditional upon a review of my qualifications, references, etc. I authorize Saginaw Valley State University to request and obtain verification that the information given by me on my application, resume, or vita is true, accurate and complete. I understand that such verification may include but may not be limited to background information pertinent to the position for which I have applied, verification of licensure, verification of academic records, verification of employment, and investigation of criminal history.

I further understand that if I haven any false information on this resume or if I have omitted any pertinent facts, I may be disqualified from employment with Saginaw Valley State University, or if hired, I may be discharged immediately upon discovery of such false statements or omissions.

I authorize my current and all previous employers to cooperate with Saginaw Valley State University and to release, on a confidential basis, any information they may have concerning me, including any information contained in my personnel record or otherwise known by them to Saginaw Valley State University in connection with my application for employment with Saginaw Valley State University. I specifically release from liability any current or former employers, agents, representatives, employees, officers or directors for giving such information to Saginaw Valley State University.

* In order for your profile to be reviewed for this position, please answer the supplemental questions and check the certify statement above.

SUBMIT ANSWERS TO SUPPLEMENTAL QUESTIONS WITH MY APPLICATION >>

CANCEL APPLYING TO THIS POSTING

Click Here

Attach Documents

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- EDIT PROFILE
- PREVIEW PROFILE
- CHANGE PASSWORD
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and should not be password-protected. Please limit the size of your document to less than 2 MB. To **remove** a document from your application for this position, click the **Remove** link next to the document you wish to remove.

If you do not wish to attach documents or are finished attaching documents, click **Finished Attaching Documents**.

NOTE: Most documents will retain their original formatting when uploaded. If you are uploading a Microsoft Word document, the following are steps you can take to help ensure that it will convert to PDF format properly:

- Please use standard fonts, such as Times New Roman, Arial and other common fonts.
- Avoid using text boxes and shading
- Avoid using multiple columns in one document.
- Avoid using images, such as pictures or graphics

Once you have finished attaching your document, please click the **View** link to verify that it uploaded correctly. If you have formatting problems, please click the **Remove** link to remove the document and reattach as needed by following the tips above and reattaching it.

2 Records

Required	Attach / Remove	Document Type	Attached Document ("Type'_Date'_Time')	View Document
	Attach	Cover Letter		
*	Attach	Resume		

[ATTACH ADDITIONAL DOCUMENTS LATER](#)

[CANCEL APPLYING TO THIS POSTING](#)

Click Here

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Upload a new Resume:

To upload a **Microsoft Word** or **PDF** document, click **Browse** and click **Open**. Your document must be less than 2 MB.
Note: If your document is NOT in Microsoft Word or PDF format, you must convert it to one of these formats before uploading.

File:

Paste a new Resume:

Enter (or copy and paste) the text of the document in the text area below. Click **Attach** when you are finished.

Text:

Click "Browse" to locate file and attach an electronic resume

You may also type or copy and paste text into the screen and Click "Attach" link.

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Attach Documents - Rainbow Painter

Confirm

[Return to Previous](#)

You have not completed applying for this position!

Your application is not complete until you receive a confirmation number.

To permanently submit this document to your application for this position, click the **Confirm...** button at the bottom of the screen.

To cancel attaching this document, please click the **Return to Previous** link on this screen.

Once you click **Confirm and Finish Attaching Documents**, you will not be able to attach any further documents to your application for THIS position.

Job Title	Document Type	Date & Time Submitted
Rainbow Painter	Resume	

CONFIRM ATTACHING DOCUMENTS



[Return to Previous](#)

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.

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and should not be password-protected. Please limit the size of your document to less than 2 MB. To **remove** a document from your application for this position, click the **Remove** link next to the document you wish to remove.

If you do not wish to attach documents or are finished attaching documents, click **Finished Attaching Documents**.

NOTE: Most documents will retain their original formatting when uploaded. If you are uploading a Microsoft Word document, the following are steps you can take to help ensure that it will convert to PDF format properly:

- Please use "standard" fonts, such as Times New Roman, Arial and other common fonts.
- Avoid the use of complex tables and shading
- Avoid the use of several columns in one document.
- Avoid embedded images, such as pictures or graphics

Once you have attached your document, please click the **View** link to verify that it uploaded correctly. If your document appears to have formatting problems, please click the **Remove** link to remove the document, then adjust your document as needed by following the tips above and reattaching it.

2 Records

Required	Attach / Remove	Document Type	Attached Document ("Type"_"Date"_"Time")	View Document
	Remove	Cover Letter	Cover Letter_10-22-05_15-10-10CT	View
*	Remove	Resume	Resume_10-22-05_14-59-03CT	View



Click here

FINISHED ATTACHING DOCUMENTS

CANCEL APPLYING TO THIS POSTING

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- PREVIEW PROFILE
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Welcome sss, sss. You are logged in.

Saturday, October 22, 2005

Confirm

You have not completed applying for this position until you receive a confirmation number.

Once you finish attaching documents, you will not be allowed to attach more documents.

Are you sure you want to finish attaching documents for this Posting?



Click "Yes"

You will be asked again if you have finished attaching all documents for this position.

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Welcome **sss, sss**. You are logged in.

Your Application Has Been Submitted

The following is your confirmation number. Please save this number for future reference: 552953

Thank you for your interest in this position. The screening and selection process will continue until a successful candidate is chosen. Should review of your qualifications and decision to pursue your candidacy, you will be contacted.

NOTE: To protect the security of the site and close your browser window when you are finished.

Confirmation number will be provided to all applicants

To Logout Click "ok"

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Welcome **sss, sss**. You are logged in. Sunday, October 23, 2005

Welcome, and thank you for your interest in a career with Saginaw Valley State University!

Questions ?

Please email us at ecs@svsu.edu.
Or call ECS at (989)964- 4108.

link at left.

- To apply for a Job, click the **Create Profile** link at left, then follow the directions.
- For step-by-step instructions on how to apply, click the **How to Apply Tutorial** link to your left.

Returning Users
After logging into the system (by clicking **Login** at left), you may:

- Edit** your existing application.
- Apply** to new positions without re-entering your application information.
- Review** the status of positions you have applied to.

Saginaw Valley State University is an Affirmative Action/Equal Opportunity Employer

If you have questions, please email the Employment and Compensation Services department at ecs@svsu.edu.

