Applicant Instructions

Applicant Instructions: How to Search and Apply

Visit joblink.jmu.edu
Click on "Search Jobs" in the left – hand menu

After selecting "Search Jobs" you will be directed to this screen where you may browse all open, current positions by navigating the pages [1]. Narrowing search options is possible by using the filters listed. You may search by a specific department, position title, or job type. If you have a posting number you are looking for, typing it into the Keywords field will bring that job up. *For best results, use only one search criterion at a time.*
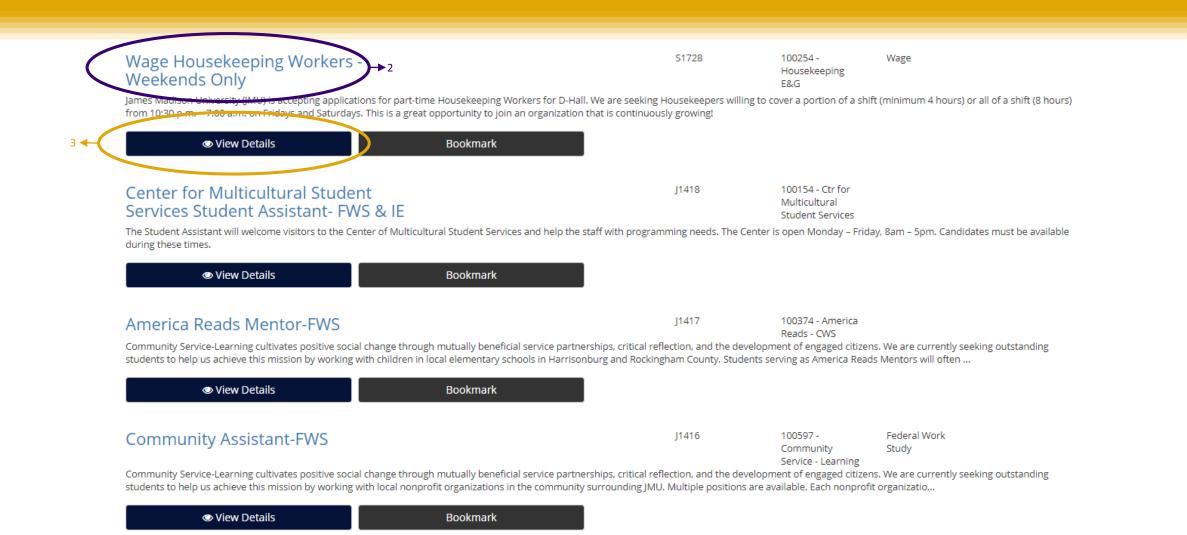
JAMES MADISON
U N I V E R S I T Y.

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Search Postings (102)

View all open Postings below, or enter search criteria to narrow your search.

Keywords		Posted Within	Any time period ▾

General

No Selection
Staff
Graduate Assistant
Faculty (AP or Instructional)

Position Title

Department

No Selection
100005 - Art Design and Art...
100006 - Biology Department
100014 - Chemistry Department

Job Type

No Selection
Classified
Wage
Temporary

Search

Previous *1* 2 3 4 Next →1

View Results (102)

To view the details of the position, click on the title [2] of the job you are interested in or "View Details" [3].
The posting will list all job details including (but not limited to): general information, duties and responsibilities, qualifications, conditions of employment, documents needed to apply (if any), supplemental questions, pay band, and pay rate / range. Please pay special attention to all job posting details.

Wage Housekeeping Workers - Weekends Only → 2

| | S1728 | 100254 - Housekeeping E&G | Wage |

James Madison University (JMU) is accepting applications for part-time Housekeeping Workers for D-Hall. We are seeking Housekeepers willing to cover a portion of a shift (minimum 4 hours) or all of a shift (8 hours) from 10:30 p.m. – 7:00 a.m. on Fridays and Saturdays. This is a great opportunity to join an organization that is continuously growing!

3 ← 👁 View Details   Bookmark

Center for Multicultural Student Services Student Assistant- FWS & IE

| | J1418 | 100154 - Ctr for Multicultural Student Services | |

The Student Assistant will welcome visitors to the Center of Multicultural Student Services and help the staff with programming needs. The Center is open Monday – Friday, 8am – 5pm. Candidates must be available during these times.

👁 View Details   Bookmark

America Reads Mentor-FWS

| | J1417 | 100374 - America Reads - CWS | |

Community Service-Learning cultivates positive social change through mutually beneficial service partnerships, critical reflection, and the development of engaged citizens. We are currently seeking outstanding students to help us achieve this mission by working with children in local elementary schools in Harrisonburg and Rockingham County. Students serving as America Reads Mentors will often ...

👁 View Details   Bookmark

Community Assistant-FWS

| | J1416 | 100597 - Community Service - Learning | Federal Work Study |

Community Service-Learning cultivates positive social change through mutually beneficial service partnerships, critical reflection, and the development of engaged citizens. We are currently seeking outstanding students to help us achieve this mission by working with local nonprofit organizations in the community surrounding JMU. Multiple positions are available. Each nonprofit organizatio...

👁 View Details   Bookmark

After thoroughly reading the position details and taking note of a closing date (if there is one) click on "Apply for this Job" at the top right corner of the job details page [4].

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Wage Housekeeping Workers - Weekends Only

🔖 Bookmark this Posting | 🖨 Print Preview | ➡️ Apply for this Job → 4

Position Details
Position Information

Working Title	Wage Housekeeping Workers - Weekends Only
Position Number	2197, 2253
Posting Number	S1728
State Role Title	Housekeeping and/or Apparel Worker I
Position Type	Wage
Position Status	Part Time
FLSA Status	Non-Exempt: Eligible for Overtime
College/Division	Business Services
Department	100254 - Housekeeping E&G
Pay Band	1
Pay Rate	Hourly

How to Create an Application

After selecting "Apply for this Job" you will be directed to this screen. Existing users can login with their username and password. If you are a new user, click the "Create an Account"[5] link. Follow the prompts to create a new account and complete the application with all required information.

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- Help

Log in to your account

Required fields are indicated with an asterisk *

* **Username**

* **Password**

Forgot your username or password?

Log In

Apply with Chronicle Vitae

Apply for jobs faster with Chronicle Vitae.

Or Create an Account →5

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© James Madison University
800 South Main Street, Harrisonburg, VA 22807
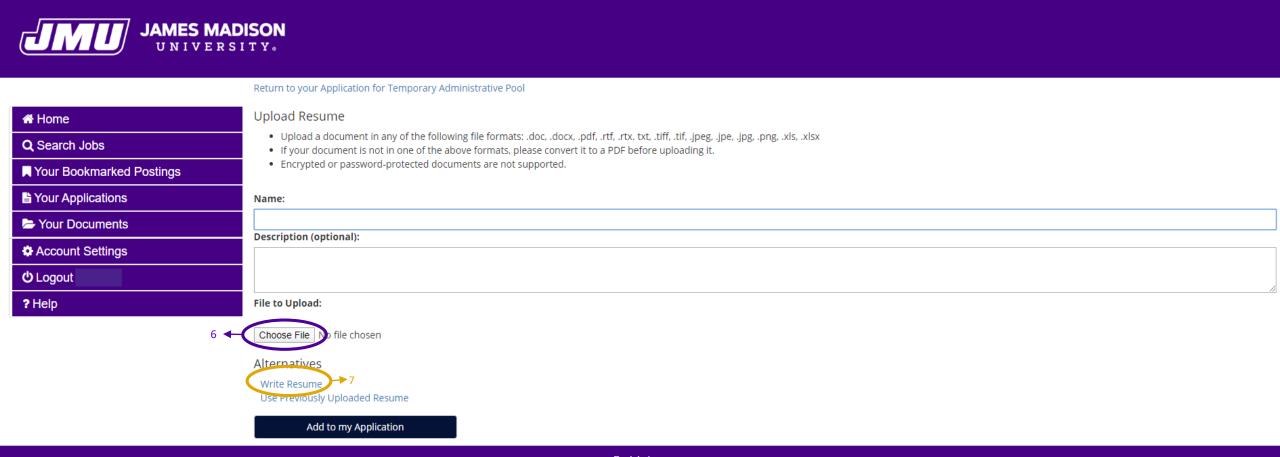jobs@jmu.edu

How to Attach Documents

As you are completing the application, you will be prompted to attach any required and / or optional documents by clicking the "Add Required Resume" button, for example, as part of the application process. Documents will say if they are required or optional. All documents must be in the following formats: .doc, .docx, .pdf, .rtf, .rtx, .txt, .tiff, .tif, .jpeg, .jpe, .jpg, .png, .xls, or.xlsx. If your document is not in one of the listed formats, please convert it to a PDF prior to uploading it. Encrypted or password – protected documents are not supported.

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Application for Temporary Administrative Pool: Documents Needed To Apply

| << Prev | Save changes | Next >> |

Documents Needed To Apply ▼

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- 🔖 Your Bookmarked Postings
- 📄 Your Applications
- 📂 Your Documents
- ⚙ Account Settings
- ⏻ Logout
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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 Optional Cover Letter

Add Optional Resume

| << Prev | Save changes | Next >> |

Documents Needed To Apply ▼

Go

From this screen, you may click "Choose File"[6] to browse the documents on your computer. You may keep the original file name or, change the name of the file you are uploading.

If you do not have your resume saved to attach to your application, you may click on "Write Resume" [7] and a text box will open up that will allow you to write your resume to attach to your application.

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Return to your Application for Temporary Administrative Pool

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Upload Resume

- Upload a document in any of the following file formats: .doc, .docx, .pdf, .rtf, .rtx. txt, .tiff, .tif, .jpeg, .jpe, .jpg, .png, .xls, .xlsx
- If your document is not in one of the above formats, please convert it to a PDF before uploading it.
- Encrypted or password-protected documents are not supported.

Name:

Description (optional):

File to Upload:

6 ← Choose File   No file chosen

Alternatives

Write Resume → 7
Use Previously Uploaded Resume

Add to my Application

Certify and Submit your Application

Once you have completed your application and it is free from errors, you will need to certify and submit your application in order to finish applying to the job. You may do this by checking the certify box, typing your initials into the blank field, and clicking on "Submit this Application." After certifying and submitting your application, you will receive a confirmation number. Your application is not complete until you have received your confirmation.

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Certify and submit your Application for Temporary Administrative Pool

Certification

I hereby certify that all entries on all pages of the application and all attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part to any employment in the service of the Commonwealth of Virginia. I understand that all information on this application is subject to verification and I consent to criminal history background checks. I also consent to references and former employers and educational institutions listed being contacted regarding this application. I further authorize the Commonwealth to rely upon and use, as it sees fit, any information received from such contacts. Information contained on this application may be disseminated to other agencies, nongovernmental organizations or systems on a need-to-know basis for good cause shown as determined by the agency head or designee.

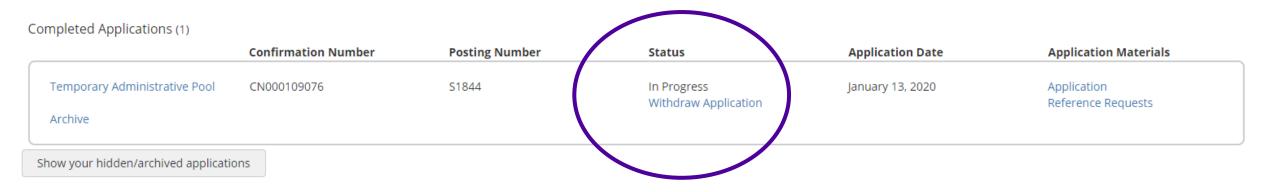☑ **I certify that I have read and agree with these statements.**

Please enter your initials to verify your identity. SLK

Submit this Application or Return to Application

Checking your Application Status

You can check your application status by logging into your account at joblink.jmu.edu and clicking "Your Applications" on the left of the screen. In the "Status" field, you will be able to see your current application status as well as have the option to Withdraw Application, if you chose to. When the text reads "In Progress," it indicates that the hiring committee has received your application and are in the process of reviewing applications. Once a selection is made, the status of your application will show "Job Filled."

Completed Applications (1)

	Confirmation Number	Posting Number	Status	Application Date	Application Materials
Temporary Administrative Pool	CN000109076	S1844	In Progress Withdraw Application	January 13, 2020	Application Reference Requests
Archive					

Show your hidden/archived applications

Thank you for your interest in employment with James Madison University!

If you have difficulty using the site or need guidance, please contact the Human Resources Recruitment & Employment Services Team at (540)568-3597 or jobs@jmu.edu.

JMU

Human Resources