



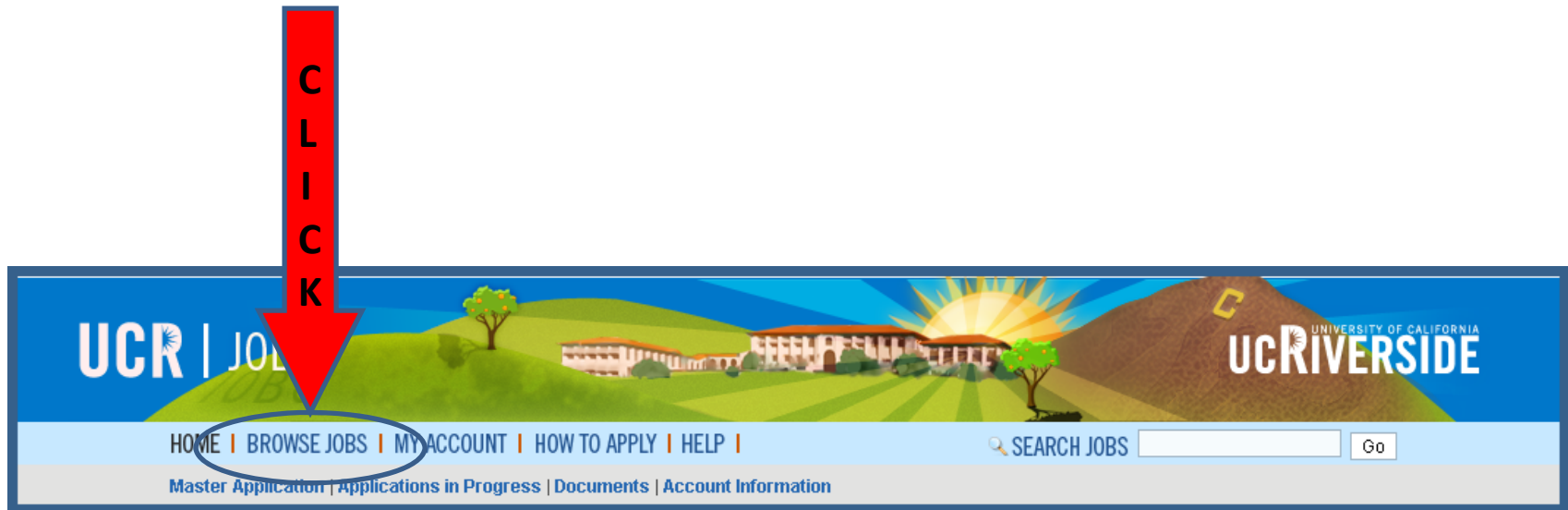
UCR JOBS

Apply and Submit

Apply for jobs and Submit your application

View and apply for available Job Postings

Click “**BROWSE JOBS**” in the top navigation bar. This will take you to the Current Job Opportunities.



Current Job Opportunities

The Current Job Opportunities page is the listing of all available job opportunities.

You may filter the list by clicking **“Filter”**

Use the filtering tool in order to filter the positions based on your particular needs:

Category

Full/Part Time

Department Name

Time frame since a position opened (day, week, month).

Click **“Filter”** to filter the current job opportunities.

Current Job Opportunities

All Filter...

Job Number	Working Title	Category	Department	Salary	Filing Deadline
201105120536	Principal Financial Analyst	Management and Professional	C&C Associate Vice Chancellor	\$59,674- \$70,669	05/24/2011

Current Job Opportunities

All Filter...

Filter by: Category, Full/Part Time, Department, Opened in the Past

Category	Full/Part Time	Department	Opened in the Past
Any Category	Any Schedule	Any Department	Any

Filter Reset Cancel

Apply for a job


To view the details of a job click the **“job number”**

This will take you to the Position Details page

Current Job Opportunities

[All](#) [Filter...](#)

Job Number ⚡	Working Title ⚡	Category ⚡	Department ⚡	Salary ⚡	Filing Deadline ⚡
201105120536	Principal Financial Analyst	Management and Professional	C&C Associate Vice Chancellor	\$59,674- \$70,669	05/24/2011



Position Details

Position Details

[View All Details](#) [Back To Current Job Opportunities](#) [Apply](#)

Job Number	Full/Part Time	Schedule	Salary
2020536	Full Time	8AM - 5PM	\$59,674 - \$70,669

Position Information

Computing & Communications is seeking a self-starting, brilliant individual to serve as the lead financial analyst in the Computing & Communications financial and administrative service center. He/she will provide the organization with professional level support in financial analysis and reporting, act as the primary preparer of budget materials for the division, and prepare long-term financial models and funding strategies. Develop and maintain tracking and reporting mechanisms for key performance indicators and participate in quarterly meetings with department managers, the service center director and the Associate Vice Chancellor.

Come join a dynamic, growing team and experience the best working environment in Southern California!

Minimum Requirements

Preferred Qualifications

Additional Information

The Position Details provides you with all the pertinent information regarding the opportunity.

To view all the details of the position click **“View All Details”**. All the details regarding the position will open for view:

- ✓ Position information
- ✓ Minimum Requirements
- ✓ Preferred Qualifications
- ✓ Additional Information

Click **“Back to Current Job Opportunities”** to be returned to the Job Opportunities page.

Click **“Apply”** to apply for this position.

My Application: Review & Submit

The screenshot shows a web interface for reviewing and submitting an application. The page title is 'My Application: Review & Submit'. On the left, there is a navigation menu with the following items: 'My Application', 'Documents', 'Review and Submit', 'Position Details', and 'Help'. The 'My Application' section is expanded, showing a list of sub-sections: 'Profile', 'General', 'Education', 'Employment', 'Certifications/Licenses', and 'Additional Information'. Each sub-section has a green checkmark next to it. A red arrow points to the 'My Application' header. Below the navigation menu, there is a 'Documents' section with a red 'X' icon and a red arrow pointing to it. The main content area is titled 'Job Details' and contains a list of sections: 'President - save', 'Position Information', 'Minimum Requirements', 'Preferred Qualifications', and 'Additional Information'. Each section has a small arrow icon at the end. A red arrow points to the 'Position Information' section. Below the 'Job Details' section, there is a 'General Information' section with a table of personal details. A red arrow points to the 'General Information' header. The table contains the following information:

General Information					
First Name:	UCR	Last Name:	Jobs	Middle Name:	
Primary Phone:	951-927-0000	Secondary Phone:		Street/PO Box:	1163 University Ave
City:	Riverside	Country:	ZZ	State:	CA

After clicking Apply on the Position Details page you will be able to Review and Submit your application.

Note:

- All areas of your Master Application need to be completed and noted with a green checkmark.
- You can view the Job Details by clicking any of the arrows at the end of the text box.
- Your General Information will be available for review.
- You may upload any of your application documents at this time. Simply click **“Documents”** to be upload your documents.

My Application: Review & Submit - Convictions

Additional Information

List other job-related skills such as computer hardware, software, etc.

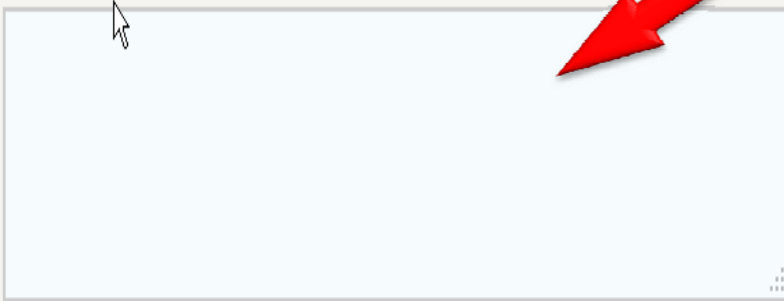
Active in the Inland Valley SHRM

Have you ever been convicted of a criminal offense by any court? Include any offense where you were found guilty, pled guilty, or pled nolo contendere. A conviction will not necessarily disqualify you from consideration for employment. You may omit:

- » a. traffic violations for which the fine imposed was \$600.00 or less;
- » b. conviction of misdemeanor while under the age of 18, if the record was sealed under Penal Code 1203.45; or
- » c. any conviction specified in the Health and Safety Code Section 11361.5 which pertains to various marijuana offenses.

No Yes

Please list the dates, specific offense (s), county and state. A conviction will not necessarily disqualify you from consideration from employment.



For all application submittals you must provide information regarding offenses for which you were found guilty, pled guilty, or pled nolo contendere.

Note: A conviction will not necessarily disqualify you from consideration for employment.

You may omit:

- Traffic violations for which the fine imposed was \$600 or less
- Conviction of misdemeanor while under the age of 18, if the record was sealed under Penal Code 1203.45
- Any conviction specified in the Health and Safety Code Section 11361.5 which pertains to various marijuana offenses.

Please answer “yes or no”. If you answer yes, please provide a list of the dates, offense(s), county and state of conviction.

My Application: Review & Submit – Disclosures and Submission

After completing the conviction information please review all posted disclosures.

Certify that you have reviewed all the disclosures by checking the box

NOTE: Once you submit your application, you will NOT be able to edit or update any part of your application for this position. Please ensure all your information is correct prior to submitting your application.

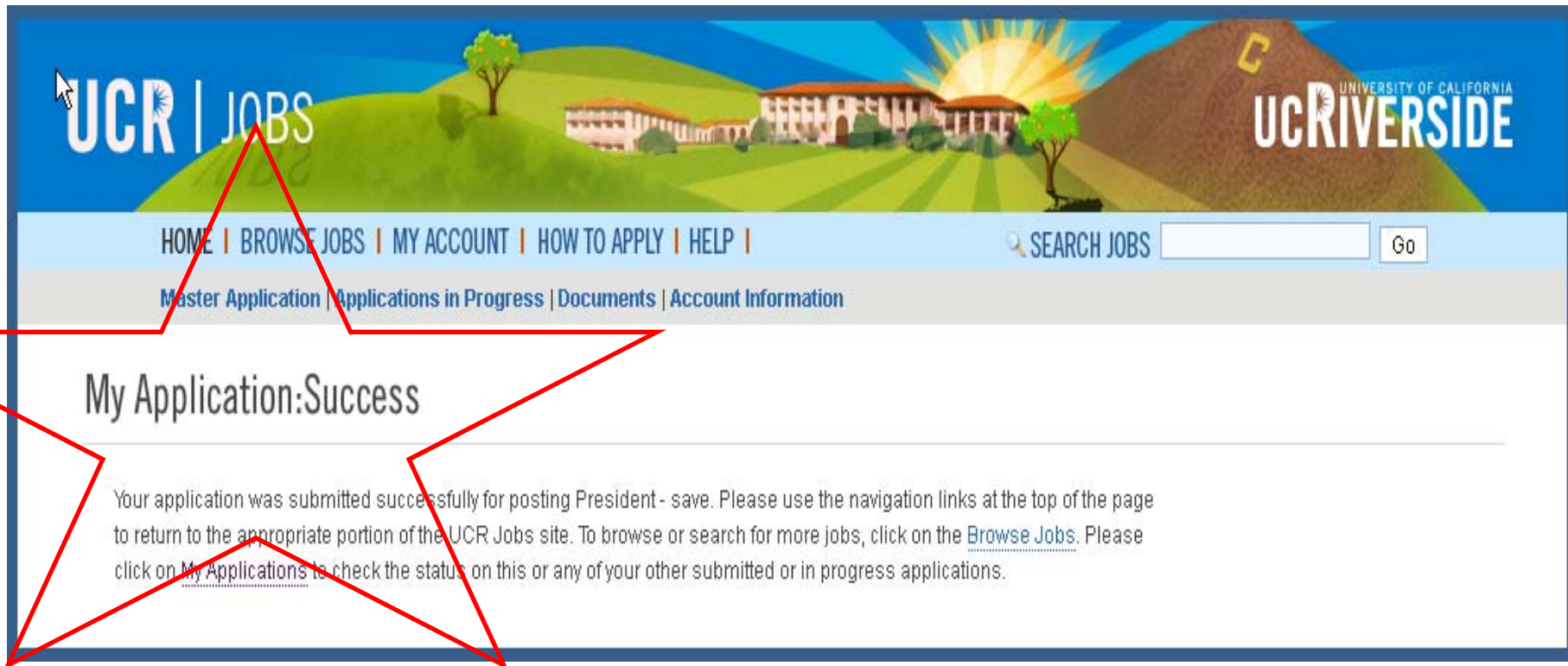
Click “**Submit Application**”

*I have read the above disclosures. By checking this box I certify that all statements on this application are true and complete to the best of my knowledge and belief and, if employed, I understand that any misrepresentation, falsification, or omission of facts may be grounds for disqualification or separation. Furthermore, I authorize the University of California to verify the information on this form and any other materials that I have submitted as part of the application process and to contact my references if I become a final candidate for the position(s).**

NOTE: Once you submit your application, you will not be able to edit or update any part of your application for this position. Please ensure all you information is correct prior to submit your application.

My Application: Success

Your application has been successfully submitted. You will also receive an email confirmation of your submittal indicating the status of your application.



Thank you

Please visit the UCR JOBS website
for additional video tutorials.

<http://jobs.ucr.edu>