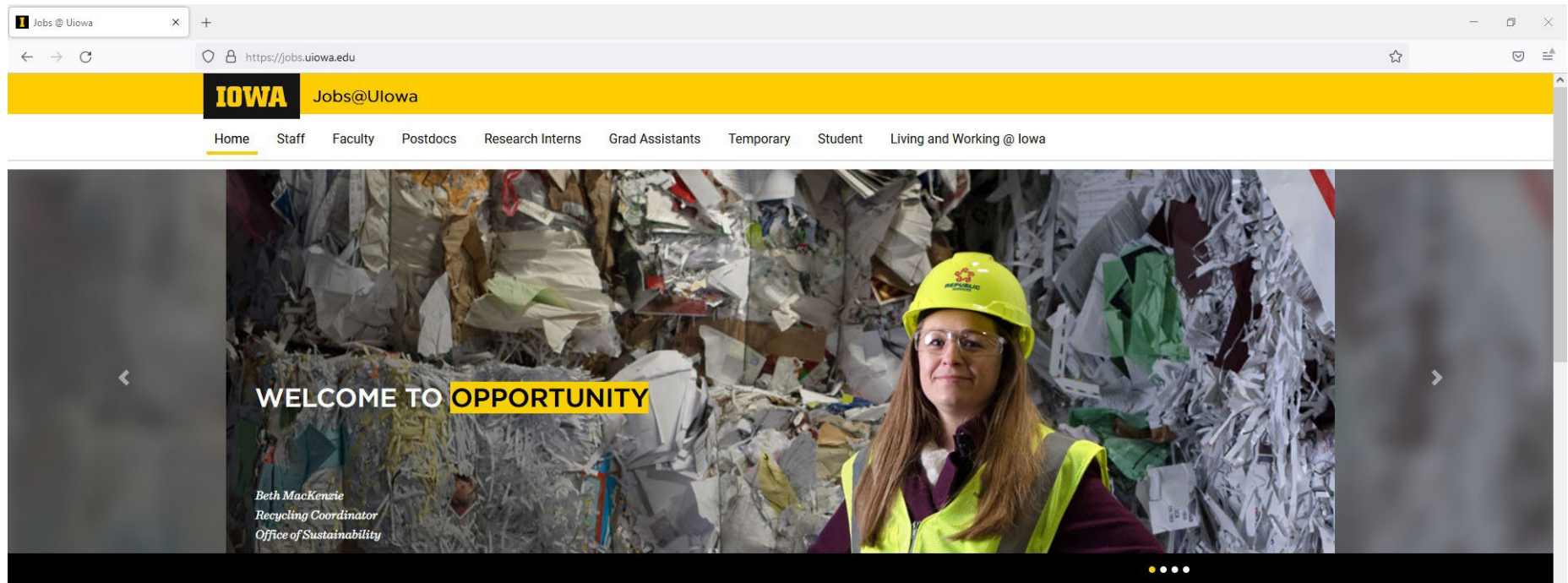
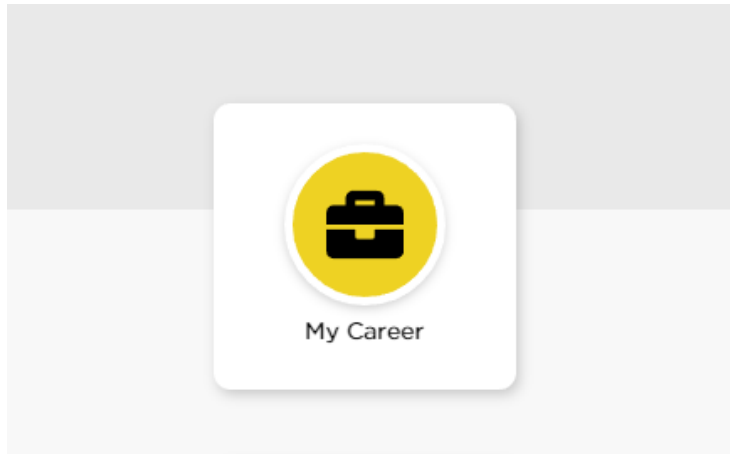
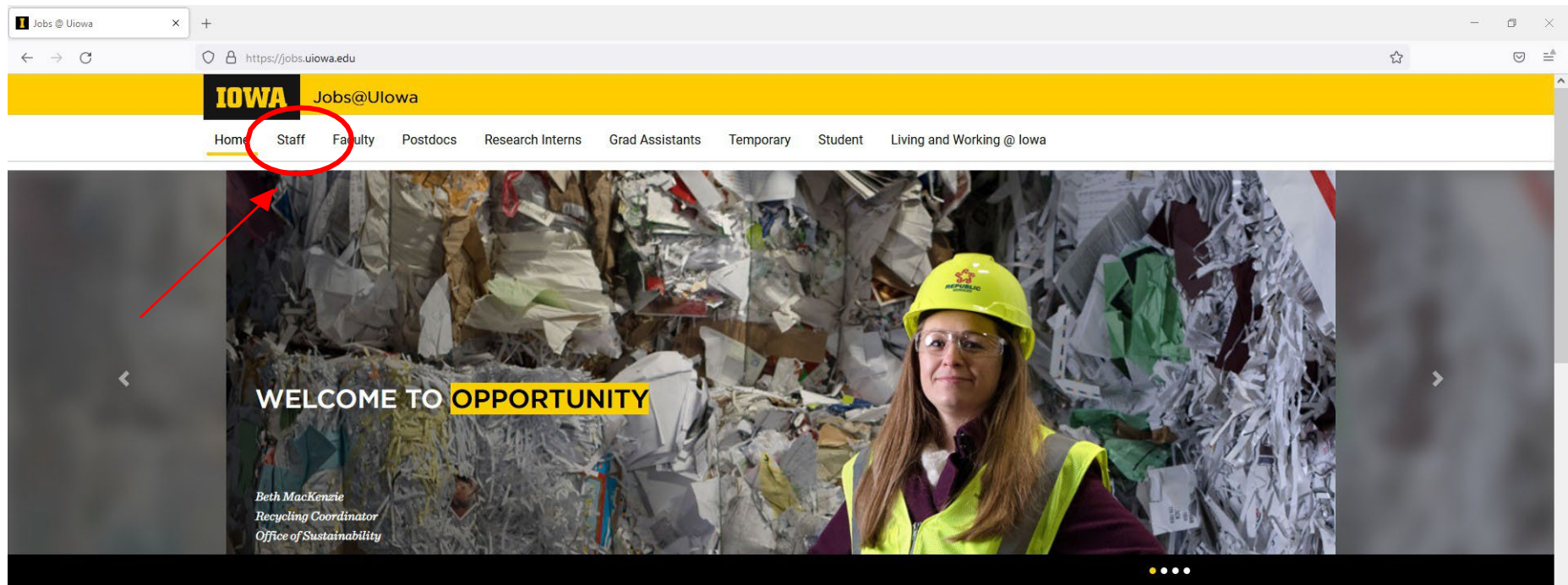


Getting Started

Internal candidates - go to Self-Service and select “Apply for Job Opportunities” in the My Career section of your Employee Self Service (then skip to pg. 16 of this manual)



Click "Staff" to find open positions



Log in to your account OR create an account by clicking “Go to Profile”

HOME | BROWSE JOBS | LIVING & WORKING @ IOWA | BENEFITS JOBS HELP

Find jobs by keyword All locations Search

All jobs

All locations

Only show: 272 results

NEW New Jobs

Location

+ Add a location

All

Iowa City, Iowa, United States (272)

Des Moines, Iowa, United States (3)

Cedar Rapids, Iowa, United States (1)

Council Bluffs, Iowa, United States (1)

Category

+ Add a category

All

Patient Care Providers (156)

Administrative/Professional (45)

Research (27)

Facilities/Skilled Trades (20)

Physical Therapist - Dept of Rehab Therapies NEW

Location: Iowa City, Iowa, United States
Category: Patient Care Providers

The Department of Rehabilitation Therapies at the University of Iowa Hospitals and Clinics is looking for a Physical Therapist to administer...

Senior Physical Therapist - Dept of Rehab Therapies NEW

Location: Iowa City, Iowa, United States
Category: Patient Care Providers

The Department of Rehabilitation Therapies at the University of Iowa Hospitals and Clinics is looking for a Physical Therapist to administer...

Billing and Loan Collections Specialist NEW

Location: Iowa City, Iowa, United States
Category: Administrative/Professional

The University of Iowa Billing and Loan Collections Department is seeking a Billing and Loan Collections Specialist to perform a broad range of...

Medical Assistant II-Medicine Specialty Clinic NEW

Location: Iowa City, Iowa, United States
Category: Patient Care Providers

Medical Assistant II- Medicine Specialty Clinic 100%: 40 hours a week will be accomplished between the times of 8:30 AM - 5:00 PM, Saturday and...

Qual & Op Improv Coordinator-CSS (part-time) NEW

Location: Iowa City, Iowa, United States
Category: Administrative/Professional

Classification Title: Quality and Operational Improvement Coordinator
Department: Central Sterilizing Services Pay Grade: 3A...

Snr Pharmacy Technician, Cert NEW

Location: Iowa City, Iowa, United States
Category: Patient Care Providers

Senior Pharmacy Technician, Certified - Ambulatory Care, Specialty

Previous Job Searches

All jobs
All locations

My Profile

Create and manage profiles for future opportunities.

Go to Profile

My Submissions

Track your opportunities.

My Submissions

DISCOVER THE BENEFITS OF LIVING & WORKING HERE

Are you a Military Veteran?

Contact us to learn more about how to qualify for Veteran's Preference.

Privacy Agreement

Privacy Agreement

The University of Iowa is committed to maintaining the privacy of personal information that you provide to us when using jobs.uiowa.edu or uiowa.taleo.net. This Privacy Policy describes how we treat personal information received about you when you visit jobs.uiowa.edu or uiowa.taleo.net.

[Links to Other Websites](#)

I Accept

I Decline

Login

Log in with current username or register as a new user

(If you have an existing profile, proceed to pg. 16 for further help)



Login

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login".

New User? If you are not registered yet, click "New user" and follow the instructions to create an account. This site is for **Staff positions** only, if you are looking for Faculty opportunities visit our [Faculty site](#) to register.

Current Regular Employee? If you are a current regular employee looking for a Staff positions, please visit [Employee Self-Service "Apply for Job Opportunities"](#) to view all of the postings available to Internal staff.

Mandatory fields are marked with an asterisk.

<p>*User Name</p> <input type="text"/>	or Sign in with:	 
<p>*Password</p> <input type="password"/>		
<p>Forgot your user name?</p>		
<p>Forgot your password?</p>		

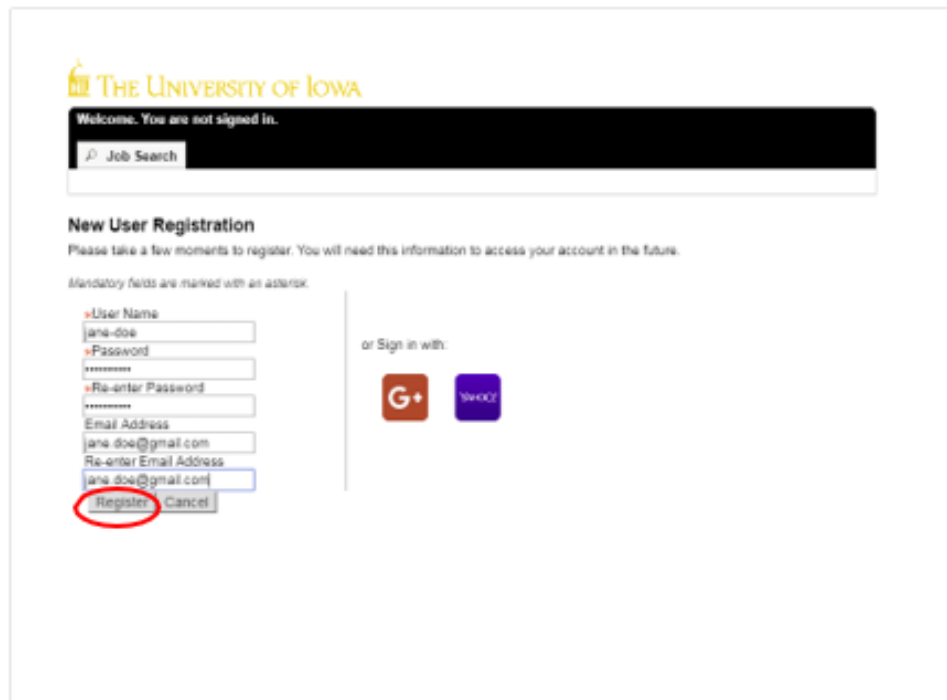
Login

New User

New User Registration

Steps:

- Create a username
- Create a password that contains at least 9 characters: **must have at least 1 letter, 1 number, 1 special character (ex. \$! @ # *+), and not contain more than 2 of the same characters in a row (ex. AAA, bbbb, \$\$\$)**
- Input email address to link with website so you can stay updated with job postings



The screenshot shows the 'New User Registration' page for The University of Iowa. At the top, there is a navigation bar with the university logo and a 'Job Search' button. Below this, the 'New User Registration' section is titled, followed by instructions: 'Please take a few moments to register. You will need this information to access your account in the future.' A note states 'Mandatory fields are marked with an asterisk.' The form contains several input fields: 'User Name' (with 'jane-doe' entered), 'Password' (masked with asterisks), 'Re-enter Password' (also masked), 'Email Address' (with 'jane.doe@gmail.com' entered), and 'Re-enter Email Address' (with 'jane.doe@gmail.com' entered). At the bottom of the form, there are 'Register' and 'Cancel' buttons. The 'Register' button is circled in red. To the right of the form, there is a section for 'or Sign in with:' featuring Google+ and Yahoo! logos.

Remember your
username and
password! It will be
your only access to
your account.




Press "Register" when all information is filled out


Resume/CV Upload

You can import work history a variety of ways:

- 1) Connect your LinkedIn or Indeed profile
- 2) Upload a resume/CV
- 3) Manually input past work history

Import profile data


1   

2  **Or upload a resume/CV**

Select the resume/CV file to upload

No file chosen

Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume/CV. You may have to manually correct or fill out some of them.

3  No thanks, I will fill out the online submission manually

Personal Information

Input all required personal information and job preferences



Save and Continue

Personal Information

Source Tracking

Please indicate how you heard about the job opportunities available within our organization.

Source Type*

University's Job Web Site

University's Job Web Site

Our Website

Personal Information

Please enter all relevant personal information in the fields below.

First Name*

Middle Name

Last Name*

Street Address (line 1)*

Address (line 2)

City*

Iowa City

Zip/Postal Code*

Place of Residence*

Country

United States

State/Province

Iowa

Closest Metropolitan Area

Iowa City

Primary Phone*

Email Address*

This bar tells you your progress when filling out profile.

Personal Information continued...

Select preferred shifts, job level, job type, etc.

Basic Profile Information

Indicate the employment preferences, conditions and interests in the fields below.

Employee Status

Regular

Shift

- Day Job
- Evening Job
- Night Job
- On Call
- Variable
- Flex Time
- Weekend
- Rotating

Job Level

- Entry Level
- Individual Contributor
- Team Leader
- Manager
- Director
- Executive
- Manager with Direct Reports
- Manager without Direct Reports
- Senior Executive

Job Type

Standard

Schedule

- Full-time
- Part-time

Advance Notice

Not Specified

Minimum Annual Salary

Travel (Up to...)

Not Specified

Date of Availability

Month Day Year

Currency

US Dollar (USD)

Save and Continue

Preferences

Select as many preferences as you would like. Find the corresponding job field and press “Add to List”



[Save and Continue](#)

Page 1 out of 2

Preferences

Employment Preferences

Please specify the work preferences such as the job field, the location, and the organization. Select the options that better correspond to the professional interests.

You must select at least one value in the section "Job Field".

Job Field

Category

Administrative/Professional ▼

[Add to List](#)

[Reset](#)

Job Field Preferences

IT Professionals

Levels: IT Professionals

[Remove](#)

Administrative/Professional

Levels: Administrative/Professional

[Remove](#)

Selected preferences will show up here

[Save and Continue](#)

Page 1 out of 2

Preferences continued...

Select your location preferences on this page



Save and Continue

Page 2 out of 2

Preferences

Employment Preferences

Please specify the work preferences such as the job field, the location, and the organization. Select the options that better correspond to the professional interests.

You must select at least one value in the section "Location".

Location

City

Des Moines ▼

Add to List

Reset

Location Preferences

Iowa City
Levels: Iowa City
Remove

Bettendorf
Levels: Bettendorf
Remove

Selected preferences will show up here

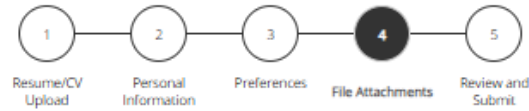
Save and Continue

Page 2 out of 2

File Attachments

Provide any additional attachments to your job profile

If you don't have any attachments, press "Save and Continue"



Save and Continue

File Attachments

Attachments

You can attach files to the candidate record (e.g.: cover letter, resume/CV, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Select the file to attach

Choose File No file chosen

Comments about the file

Attach

This section displays basic information regarding the files attached to the candidate record.

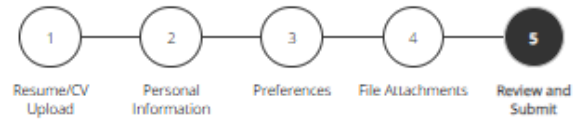
Please indicate which of the attached documents is your Resume/CV. To delete, please email a list of the unneeded files to TA-Support@uiowa.edu.

Resume/CV	File Name	Date	Comments
<input checked="" type="checkbox"/>	Test Resume.docx	5/7/24	
<input type="checkbox"/>	Test Cover Letter.docx	5/7/24	

Save and Continue

Review and Submit

Make sure to review all information before submitting your profile



Submit

Review and Submit

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.

Personal Information Edit	←	If you need to make any changes, press "Edit"
Source Tracking		
Source Type	University's Job Web Site	
Source	Our Website	
Personal Information		
Full Name	Jane Doe	
Street Address (line 1)	123 Maple Street	
Address (line 2)		
City	Iowa City	
Zip/Postal Code	52241	
Place of Residence	Iowa City	
Primary Phone	123-456-7890	
Email Address		
Basic Profile Information		
Employee Status	Regular	
Job Type	Standard	
Shift	Flex Time	
Schedule	Full-time	

Thank You

Your profile has been created and you can begin searching for available jobs at the University of Iowa by selecting “View All Jobs”

[JOB SEARCH](#) [MYJOBPAGE](#)

Thank You

Process completed

You have successfully submitted your candidate profile. You can review and update your information by signing in to our careers website.

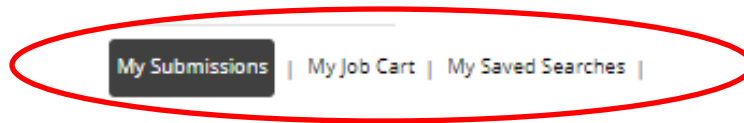
We invite you to further explore the available job openings.

[View All Jobs](#)



My Jobpage

On this page you can see jobs you've applied to ("My Submissions"), your JobCart, and Saved Jobs




My Submissions (1 job submissions found)

This page displays all relevant details related to your draft and completed submissions.

Submissions per page:

 ▼

Completed Submissions

 Senior Application Developer - Administrative Information Systems ¹ - Full-time
Iowa City
Job Posting : May 2, 2024 – Job Number: 24002638
Job Status: Active (Accepting Job Submissions)
Submission Status: Final Candidate Selection in Progress – Updated: May 8, 2024
[View/Edit Submission](#) | [View Email Messages](#)

Applying to a job

Applying to a job

Once you find a job you want to apply for, select “Apply for Job”

Senior Application Developer - Administrative Information Systems

🔍 Iowa City, Iowa, United States

NEW

📁 Information Technology

📁 24002638

📅 May 01, 2024

Apply for Job

Share this Job

Sign Up for Job Alerts

Login

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login".

New User? If you are not registered yet, click "New user" and follow the instructions to create an account. This site is for **Staff positions** only, if you are looking for Faculty opportunities visit our [Faculty site](#) to register.

Current Regular Employee? If you are a current regular employee looking for a Staff positions, please visit [Employee Self-Service "Apply for Job Opportunities"](#) to view all of the postings available to Internal staff.

Mandatory fields are marked with an asterisk.



*User Name

*Password

Forgot your user name?

Forgot your password?

or Sign in with:

Login

New User

Resume/CV Upload

You can import work history a variety of ways:

Applying for: Senior Application Developer - Administrative Information Systems (Job Number: 24002638) □

1 2 3 4 5 6 7 8 9 10

Resume/CV Personal Information Experience & Credentials General Questions Job Specific Questions File Attachments Self Identification Disability Identification eSignature Review and Submit

Upload

Save and Continue

Resume/CV Upload

Profile Upload

You can submit personal and professional information by uploading a resume/CV or by uploading a profile through a third-party service. The system will automatically extract the relevant information from the profile or the resume/CV and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps.

If you do not upload a profile or a resume/CV, you will need to fill out the online submission manually.

Import profile data



Or upload a resume/CV

Select the resume/CV file to upload

Choose File | No file chosen

Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume/CV. You may have to manually correct or fill out some of them.

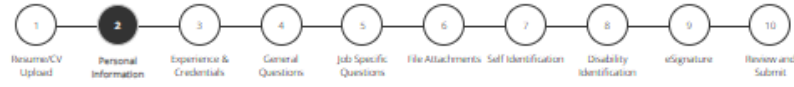
No thanks, I will fill out the online submission manually

Save and Continue

Personal Info

Some information will automatically be pulled from your general profile.

Double check that everything is correct and fill out any missing information.



Save and Continue

Personal Information

Source Tracking

Please indicate how you heard about this job.

Source Type ¹

University's Job Web Site

University's Job Web Site

Our Website

Personal Information

Please enter all relevant personal information in the fields below.

First Name ¹

jane

Middle Name

Last Name ¹

Doe

Street Address (line 1) ¹

123 Maple Street

Address (line 2)

City ¹

Iowa City

Zip/Postal Code ¹

52241

Place of Residence ¹

Country

United States

State/Province

Iowa

Closest Metropolitan Area

Iowa City

Primary Phone ¹

123-456-7890

Email Address ¹

The University of Iowa provides preference to qualified veterans as required by [Iowa Code Chapter 35C](#). To request Veterans' Preference, please visit <https://hr.uoiowa.edu/veterans-preference> for further information.
Laid Off/Reduction In Force Veterans Preference

Save and Continue

Experience & Credentials

Input all experiences and credentials.

Note- some information may be already filled in from resume if uploaded earlier

Applying for: Senior Application Developer - Administrative Information Systems (Job Number: 24002638)

1 Resume/CV Upload 2 Personal Information 3 Experience & Credentials 4 General Questions 5 Job Specific Questions 6 File Attachments 7 Self Identification 8 Disability Identification 9 eSignature 10 Review and Submit

Save and Continue

Experience & Credentials

Education

List the educational experiences below in order from highest to lowest. If you have completed a second major, please select the "Add Education" link below to include it on your application. If you have no diploma or degree, please select "No Degree" from the "Education Level" selection list.

Education 1

Institution ¹ Select Highest Degree ¹

Program ¹ Select Please select Yes if this degree is your highest level achieved.
Credit Hours

Education Level ¹

Start Date Graduation Date

Anticipated Graduation Date

Remove Education

Add Education

Work Experience

List any current, prior, or volunteer experiences below, starting with the most recent. Please enter "N/A" if you have no experience to list.


Work Experience 1

Employer ¹ Select Current Job

Add any additional Education or Work Experience by selecting "Add Education" or "Add Work Experience"

General Questions

Answer the following questions

Applying for: Senior Application Developer - Administrative Information Systems (Job Number: 24002638) 



Save and Continue

General Questions

Questionnaire

To help us better know you and further assess your qualifications for this position, please answer the following questions as accurately as possible.

1. Are you 18 or older?*

- Yes
- No

2. Are you currently employed or have you been previously employed at The University of Iowa, other Regents Institutions or any other state of Iowa agencies? *

- Yes
- No

3. Are you currently enrolled anywhere as a student?*

- Yes
- No

4. Are you legally authorized to work in the U.S. and at The University of Iowa?*

- Yes
- No


5. Have you filed a registration statement pursuant to the federal Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. 611 et seq.? Note: * Any applicant must disclose registration in accordance with state law (Iowa Code 8A.403-404). This does not apply to applicants for merit system positions.

- No
- Yes
- Not Applicable (I am applying for a position covered by the Merit system.)

Save and Continue

Job Specific Questions*

In this section, answer any job specific questions that are asked. Questions may vary depending on job

Applying for: Senior Application Developer - Administrative Information Systems (Job Number: 24002638) 

1 2 3 4 5 6 7 8 9 10

Resume/CV Upload Personal Information Experience & Credentials General Questions **Job Specific Questions** File Attachments Self Identification Disability Identification eSignature Review and Submit

Save and Continue

Save as Draft

Quit

Job Specific Questions

1. What are your salary/compensation expectations for this position?

*Note- This may not show up for all jobs

File Attachments

Attach any additional files here (resume, cover letter, references, etc.) by selecting “Choose File.”

To attach it to your application, make sure to press “Attach” once your file is chosen

Applying for: Senior Application Developer - Administrative Information Systems (Job Number: 24002638)

1 2 3 4 5 6 7 8 9 10
Resume/CV Upload Personal Information Experience & Credentials General Questions Job Specific Questions File Attachments Self Identification Disability Identification eSignature Review and Submit

Save and Continue

File Attachments

Attachments

Please review the job posting to determine if an attachment (e.g. cover letter, resume/CV, references, transcripts, etc.) is required for this submission. If so, you can attach files to your candidate record below. We suggest labeling attachments with separate file names so that you do not inadvertently overwrite an existing attachment for a previous submission.

Select the file to attach

1 No file chosen

Comments about the file

2

This section displays basic information regarding the files attached to the candidate record.

Please select which files are relevant for this submission in the “Relevant Files” column. In addition, please indicate which relevant file is your Resume/CV in the “Resume/CV” section.

Please indicate which of the attached documents is your Resume/CV. To delete, please email a list of the unneeded files to TA-Support@uiowa.edu.

Relevant Files	Resume/CV	File Name	Date	Comments
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Test Resume.docx	5/7/24	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Test Cover Letter.docx	5/7/24	

Save and Continue

Self-Identification and Disability Identification

This information is voluntary and if you chose not to fill out, you will not be subject to adverse treatment.

Applying for: Senior Application Developer - Administrative Information Systems (Job Number: 24002638)

Save and Continue

Self Identification

Diversity

Please provide the information requested in the fields below regarding diversity.

The University of Iowa is a federal contractor. To meet federal reporting obligations, we request information from job applicants about their race, ethnicity, sex, disability status, and veteran status. Providing this information is voluntary; if you do not provide it, you will not be subject to any adverse treatment. The information will be kept confidential and will not be seen by the hiring department. The information will be used in accordance with federal and state laws, regulations, and executive orders. Required annual reports of applicants to the federal government for civil rights enforcement purposes will be done in the aggregate only; individuals will not be identified.

1. Sex:

Female

Male

I do not wish to answer

2. Age: Are you age 40 or older?

Yes

No

I do not wish to answer

3. Hispanic or Latino Ethnicity (select one response):

Hispanic or Latino - Persons of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race

Not Hispanic or Latino

I do not wish to answer

4. Race (select one or more):

American Indian or Alaska Native: Persons having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment

Asian: Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example,

Voluntary Self-Identification of Disability

Form CC-305 OMB Control Number 1250-0005
Page 1 of 1 Expires 04/30/2026

*Name: *Date:

Why are you being asked to complete this form?

We are a federal contractor or subcontractor. The law requires us to provide equal employment opportunity to qualified people with disabilities. We have a goal of having at least 7% of our workers as people with disabilities. The law says we must measure our progress towards this goal. To do this, we must ask applicants and employees if they have a disability or have ever had one. People can become disabled, so we need to ask this question at least every five years.

Completing this form is voluntary, and we hope that you will choose to do so. Your answer is confidential. No one who makes hiring decisions will see it. Your decision to complete the form and your answer will not harm you in any way. If you want to learn more about the law or this form, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How do you know if you have a disability?

A disability is a condition that substantially limits one or more of your "major life activities." If you have or have ever had such a condition, you are a person with a disability. Disabilities include, but are not limited to:

- Alcohol or other substance use disorder (not currently using drugs illegally)
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, HIV/AIDS
- Blind or low vision
- Cancer (past or present)
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or serious difficulty hearing
- Diabetes
- Disfigurement, for example, disfigurement caused by burns, wounds, accidents, or congenital disorders
- Epilepsy or other seizure disorder
- Gastrointestinal disorders, for example, Crohn's Disease, irritable bowel syndrome
- Intellectual or developmental disability
- Mental health conditions, for example, depression, bipolar disorder, anxiety disorder, schizophrenia, PTSD
- Missing limbs or partially missing limbs
- Mobility impairment, benefiting from the use of a wheelchair, scooter, walker, leg brace(s) and/or other supports
- Nervous system condition, for example, migraine headaches, Parkinson's disease, multiple sclerosis (MS)
- Neurodivergence, for example, attention-deficit/hyperactivity disorder (ADHD), autism spectrum disorder, dyslexia, dyspraxia, other learning disabilities
- Partial or complete paralysis (any cause)
- Pulmonary or respiratory conditions, for example, tuberculosis, asthma, emphysema
- Short stature (dwarfism)
- Traumatic brain injury

Please check one of the boxes below:

Yes, I have a disability, or have had one in the past


No, I do not have a disability and have not had one in the past

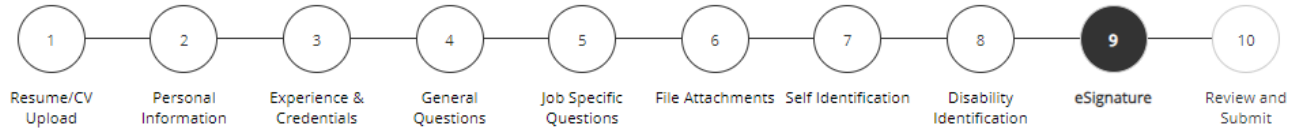
I do not want to answer

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Save and Continue

e-Signature

Applying for: Senior Application Developer - Administrative Information Systems (Job Number: 24002638) 



Save and Continue

Save as Draft

Quit

eSignature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an esignature is the electronic equivalent of a hand-written signature.

Before submitting your application to The University of Iowa, you must read and agree to the following statement:

I hereby certify that the statements and information contained in this application form are true and correct to the best of my knowledge and belief, and I authorize the University of Iowa to investigate all statements or information contained in this application form and any attachments with it, unless I have stated in writing to the contrary.

Sign your application here

Do Not E-Sign Until You Have Read The Above Statement.

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement.

Please signify your acceptance by entering the information requested in the fields below.

Please enter your full name:*

Save and Continue

Save as Draft

Quit

Review and Submit

Make sure to review all information before submitting your profile. Once you press submit, have successfully applied for the job.



Submit

Review and Submit

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.

Personal Information | [Edit](#)

Source Tracking

Source Type	University's Job Web Site
Source	Our Website

Personal Information

Full Name	Jane Doe
Street Address (line 1)	123 Maple Street
Address (line 2)	
City	Iowa City
Zip/Postal Code	52241
Place of Residence	Iowa City
Primary Phone	123-456-7890
Email Address	
Laid Off/Reduction In Force	
Veterans Preference	

eSignature

eSignature

Signed by:

Date:

Submit

My Jobpage

You can view any completed or draft submissions under your Jobpage.

[JOB SEARCH](#) | [MY JOBPAGE](#)

[My Submissions](#) | [My Job Cart](#) | [My Saved Searches](#) |


My Submissions (2 job submissions found)

This page displays all relevant details related to your draft and completed submissions.


Submissions per page:

25 ▾

Draft Submissions

 [Medical Assistant II - UICC Pediatric Associates \(Multiple Openings\)](#) [□] - Full-time
Iowa City, North Liberty
Job Posting : Feb 26, 2024 – Job Number: 24001737
Job Status: Active (Accepting Job Submissions)
[Finish Draft Submission](#)

Completed Submissions

 [Senior Application Developer - Administrative Information Systems](#) [□] - Full-time
Iowa City
Job Posting : May 2, 2024 – Job Number: 24002638
Job Status: Active (Accepting Job Submissions)
Submission Status: Final Candidate Selection in Progress – Updated: May 9, 2024
[View/Edit Submission](#) | [View Email Messages](#)

To continue applying for other available positions, click “Job Search” and you will return to the open positions.