

Where do I begin to apply for a job at Utica College?

What information will I need to provide to apply?

Do I have to apply online?

What if I have a disability?

What is the hiring process?

Where do I begin to apply for a job at Utica College?

To begin an online application, you must first select a user name and password. [CLICK HERE](https://uc.peopleadmin.com/user/new)
(<https://uc.peopleadmin.com/user/new>)

Please write down this user name and password so that you are able to view the status of your application or apply for future employment opportunities with Utica College. If you have already created an application with the online application system [CLICK HERE](https://uc.peopleadmin.com/login)
(<https://uc.peopleadmin.com/login>)

What information will I need to provide to apply?

You will be asked to provide your personal information (name, address, etc), information about your education and previous employment as well as contact information regarding your employment history and references. Please have this information ready before starting your application. You will be able to attach documents to your application each time you apply (resume, cover letter, references, etc.)

Do I have to apply online?

Yes. Utica College is no longer accepting any other form of application. Paper, emailed and faxed applications and resumes are not accepted. If you have questions or concerns, please contact the Office of Human Resources at (315) 792-3276.

What if I have a disability?

Applicants who need a special accommodation due to a disability should request assistance in advance by contacting the Office of Human Resources at (315) 792-3276. Utica College will work with the Office of Learning Services to provide reasonable accommodations for applicants which will be defined on a case-by-case basis.

What is the hiring process?

The selection process is carried out by the search committee of the open position and not by the Office of Human Resources. If you are selected to move on in the search process, you will be contacted directly by the search chair. In order to be considered for any position, you must apply via the online application process by going to the Employment Opportunities webpage.