

1. How long are positions posted on the Jobs Site?

In general, positions are posed for a required minimum of 14 days. If needed, the posting period may be extended at the discretion of the Hiring Department.

2. How long should I expect to wait before hearing back regarding my application?

After you submit your application, you will receive a system generated email confirming receipt of your application. If you meet the minimum qualifications for the position, your application will be forwarded to the Hiring Manager for review. Should you be selected for an interview, the Hiring Manager will contact you directly. This process can take anywhere from a few weeks to several months depending upon the needs of the Hiring Department.

Towson University commits to contacting all candidates by either reaching out to them to schedule an interview or informing the candidate via email when the position has been filled.

3. I would like to know the status of positions that I have applied for at Towson University.

You can view the status of positions that you have applied for in our applicant tracking system. You can find the information by logging into My Jobpage on our jobs site:

The screenshot shows the 'My Jobpage' tab selected in the navigation bar. Below the navigation bar, there are tabs for 'Basic Search' and 'All Jobs'. The 'Basic Job Search' section contains a 'Search Criteria' dropdown menu. Below this, there is a text prompt: 'Specify your job search criteria, then click "Search for Jobs".' To the right of this prompt are links for 'Hide Search Criteria' and 'Save this Search'. There are three input fields: 'Job Number', 'Keywords', and 'Job Field'. To the right of these fields is a 'Search Tips' section with the text: 'You can search jobs by selecting relevant criteria in the drop-down menus. You can also use a job number or a keyword.' Below the search tips is a 'Multiple selections' section with the text: 'You can search for jobs in more than one job field location and'.


4. I forgot my User Name, how can I retrieve that information?

Click the “Forgot my user name?” link under the login credentials:

The screenshot shows the login page. At the top, there is a welcome message: 'Welcome. You are not signed in. NOTE: If you experience any issues with this page, please contact the Towson University Office of Human Resources at 410-704-2162.' Below this is a 'Job Search' button. The 'Login' section has the text: 'To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet, click "New user" and follow the instructions to create an account.' Below this is a note: 'Mandatory fields are marked with an asterisk.' There are two input fields: '\*User Name' and '\*Password'. Below these fields are two links: 'Forgot your user name?' and 'Forgot your password?'. At the bottom, there are two buttons: 'Login' and 'New User'.

-You will be prompted to enter your email address (this should be the email address that was used to set up your profile).

Welcome. You are not signed in. NOTE: If you experience any issues with this page, please contact the Towson University Office of Human Resources at 410-704-2162.

 Job Search


### Forgotten User Name

Please enter your email address below. If you have never provided your email address, leave the field empty and click "Validate".

Email Address

-If your email address is not recognized, this may mean that you do not have a profile in our system (or it is associated with a different email address). You will receive the following message if you are not recognized:

Welcome. You are not signed in. NOTE: If you experience any issues with this page, please contact the Towson University Office of Human Resources at 410-704-2162.

 Job Search

### The action cannot be completed.

The system cannot find a relevant match. Please provide more information and Validate again or return to the login page.

### Forgotten User Name


For the system to identify your unique candidate record and retrieve your user name, you must provide some personal information. Fill in the fields below, then click "Validate" to verify if the information matches a unique candidate record. Note that email addresses usually produce the best results.

First Name

Last Name

-If you do not have a profile on our account you should enter your information as a new user

Welcome. You are not signed in. NOTE: If you experience any issues with this page, please contact the Towson University Office of Human Resources at 410-704-2162.

 Job Search

### Login

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet, click "New user" and follow the instructions to create an account.

Mandatory fields are marked with an asterisk.

\*User Name

\*Password

[Forgot your user name?](#)

[Forgot your password?](#)

*\*If you applied for a position at Towson University prior to May 31, 2016, you will need to create a new profile as we began using and new Talent Acquisition System. Previous applications were not moved to our new system.*

5. I forgot my password, how do I reset it?

-Click the “Forgot my password?” link under the login credentials

Welcome. You are not signed in. NOTE: If you experience any issues with this page, please contact the Towson University Office of Human Resources at 410-704-2162.

 Job Search

## Login

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet, click "New user" and follow the instructions to create an account.

*Mandatory fields are marked with an asterisk.*

\*User Name

\*Password


[Forgot your user name?](#)

[Forgot your password?](#)

Login New User

-You will be prompted to enter your User Name and email address (if you forgot your user name, please refer to FAQ #4)

Welcome. You are not signed in. NOTE: If you experience any issues with this page, please contact the Towson University Office of Human Resources at 410-704-2162.

 Job Search

## Forgot Your Password?

Please enter your user name and email address below, click OK, then follow the instructions. If you don't have an email address, please contact your system administrator for assistance at 410-704-2162.

*Mandatory fields are marked with an asterisk.*

\*User Name

\*Email Address

OK Cancel

-A password reset email will be sent to your email address with instructions on how to reset your password.

6. I have entered my user name and password but have received a message that I have been locked out of the system, what should I do?

Allow 15 minutes to pass and make another attempt to login. If you are locked out again, you will need to click the “Forgot your Password” link and go through the process of resetting your password (See FAQ #5).

7. I started to apply for a position but needed to leave the application in draft to come back a later time, now I am unable to apply, what should I do?

We recommend taking the time to fully complete your application in one sitting if possible. If you are unable to do so, you may come back to complete your application at a later time. You can access your information on your JobsPage:

If the position is closed and no longer posted on our [website](#), you will be unable to complete your application. When a position is no longer posted on our website, we are no longer accepting applications.

8. I saw a position posted on a third party site for an opening at Towson University but when I check your Jobs site it is not available, how can I apply?

Third party sites may not have the most up to date information. Please be sure to check the status of our open positions on our [website](#).

9. I do not have access to apply for position electronically, can I drop off or mail a paper resume?

All applications are currently processed through our online Applicant Tracking System. Towson University will no longer accept paper applications for open positions. If you do not have access to a computer, we have computers located in the Office of Human Resources that can be used for applying.

10. I have applied for several positions but have not received an invitation for an interview, how can I ensure that my application is being reviewed?

Please ensure that you meet the minimum qualifications for the posted position. It is important for you to complete your application thoroughly for each position that you are applying for at Towson University, this includes ensuring your resume is attached to each position you apply for by checking “attach relevant files.”

Since opportunities at Towson University are within many different divisions, the Hiring Manager for the specific division will only see the application that you submit for their open position. It is helpful for them to have clear and thorough information on your qualifications for their open position.

11. I have a need for an accommodation under ADA to complete my application or participate in the interview process, how can I request an accommodation?

On the [Jobs Page](#), under related links you can Request an accommodation under ADA by clicking “Applicant Disability Accommodation Request.” If you have any questions about the process you can contact our ADA Coordinator at [adarequest@towson.edu](mailto:adarequest@towson.edu).

## CULTY

ew faculty job opportunities.

## UDENTS

ew student job opportunities.

### Salary Structure

Towson University uses the USM non-exempt salary structure (PDF) and with corresponding job specifications. The rate of pay for non-exempt positions is provided on the job announcement.

University police officer (UPO) positions, also non-exempt, have their own unique salary structure (PDF).

Due to the diversity and complexity of exempt positions, each position is reviewed independently and placed into a wide salary range (PDF). The specific salary is identified through a process of internal equity and market analysis.

### Preparing for the Interview

you're selected for an interview, be prepared to present documentation that you're

Job Listing & Application for Internal Applicants
Job Listing & Application for External Applicants
Non-exempt Salary Structure (PDF)
UPO Salary Structure (PDF)
Exempt Salary Structure (PDF)
Applicant Disability Accommodation Request

## 12. I need to make changes to information that I submitted on my application, how can I do that?

You can update your application for any OPEN positions (still actively posted on our website) that you have applied to at Towson University. You can find the information by login into My Jobpage on our [jobs site](#).

My Job Cart | Sign In

Job Search My Jobpage

Basic Search All Jobs

**Basic Job Search**

**Search Criteria**

Specify your job search criteria, then click "Search for Jobs".

Hide Search Criteria | Save this Search

Job Number

Keywords

Job Field

**Search Tips**  
You can search jobs by selecting relevant criteria in the drop-down menus. You can also use a job number or a keyword.

**Multiple selections**  
You can search for jobs in more than one job field, location and

If the position has the "View/Edit Submission" Option under the "Job Status," you will be able to make changes. If the Submission only has the option to "View" you will not be able to make any changes to your application as the position is no longer posted and accepting applications.

JOHN SMITH, you are signed in. | My Account Options My Job Cart (0 items) | Sign Out

[Job Search](#) **My Jobpage**

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

### My Submissions (3 job submissions found)

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

Submissions per page:  
25

**Icon legend**  
 More information  
 Draft submission  
 Completed submission

#### Draft Submissions

**Administrative Assistant II**

Main Campus  
 Job Posting : Feb 16, 2017 – Job Number: 17000004  
 Job Status: Active (Accepting Job Submissions)  
[View Submission](#) | [Withdraw](#)

#### Completed Submissions

**Tara's Test Job**

Main Campus  
 Job Posting : Feb 23, 2017 – Job Number: 1700003U  
 Job Status: Active (Accepting Job Submissions)  
 Submission Status: Completed – Updated: Mar 13, 2017  
[View Submission](#) | [View Email Messages](#) | [Withdraw](#)

**Shuttle Bus Driver If and When**

Main Campus  
 Job Posting : Mar 7, 2017 – Job Number: 1700003X  
 Job Status: Active (Accepting Job Submissions)  
 Submission Status: Completed – Updated: Mar 9, 2017  
[View/Edit Submission](#) | [View Email Messages](#) | [Withdraw](#)

13. How will I know if a position has been filled?

If you interviewed for a position and did not receive an offer, the hiring manager will contact you to let you know the position has been filled.

If you did not receive an interview invitation, Towson University's Office of Human Resources sends communication via email when a position has been filled. You can also view the job status on "MyJobpage" by logging into your account. If a position is closed the status will show as "Inactive."

***Thank you for your interest in employment with Towson University!***