

## Internal Career Site

Iowa State University believes in promoting from within when possible, and is committed to employing the best candidates for approved positions and engaging in effective recruitment and selection practices in compliance with all applicable employment laws. We provide equal employment opportunity to all applicants and employees.

Once an open position is approved for recruitment, the HR Service Delivery team will generate job announcements electronically and post the announcements on the internal job board. Employees can access the internal job board by clicking on the Find Jobs report in Workday. Appropriate external recruitment sources will vary depending on the vacancy and will be determined by the HR Service Delivery team and the hiring manager.

## Internal Career Site

Employees who must utilize the internal career site, include:

- Current P&S, Merit and Faculty employees
- Current Post Docs (including Residents and Interns)
- Current Contract employees

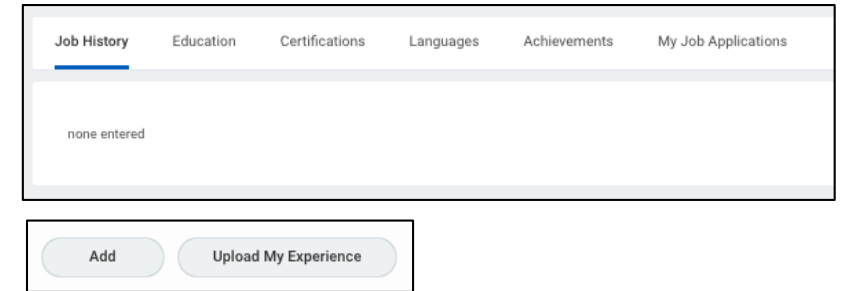
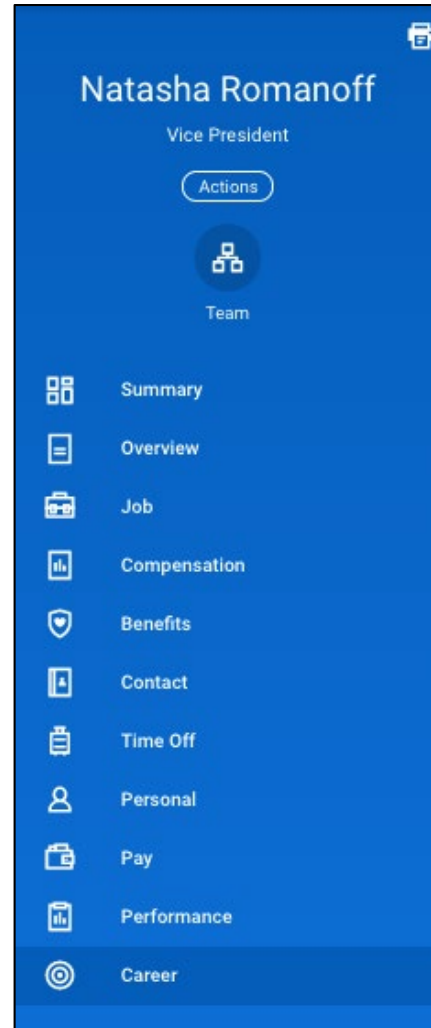
Individuals who are employees, but are in positions that are not able to see the internal career site and must apply via the external career site, include:

- Graduate and undergraduate student employees
- Affiliates
- Temporary employees
- Contingent workers

I.

Before beginning the application process, best practice is for the applicant to **update their worker profile** with update information such as Job History, Education, Certifications, Languages, and Achievements

On the worker profile, select the **Career** tab. The employee has the ability to **Add** or **Upload My Experience**



2.

To add **Job History**, enter the **Job Title**, **Company Name**, and **Start Date**. All other fields are optional

3.

Adding **Education** requires the worker to enter a **Country** and **School**. All other fields are optional

### Add Job History

[Actions](#)

- General guidance on completing your job history:
  - Start with your most recent, relevant job history.
  - As a best practice, include five professional positions and/or 10-15 years of professional experience.
  - Briefly describe your Responsibilities and Achievements for each position.
- This section of the Worker Profile is intended to capture work experience and job history.
- Any misrepresentation of your credentials may result in discipline, up to and including termination.

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Job Title \*

If you cannot find the company, click here

Company Name \*

Start Date \*

End Date

Responsibilities and Achievements

Location

Reference

Contact Information

### Add Education

[Actions](#)

- After you add or edit your education, your changes will route for approval.
- Any misrepresentation of your credentials may result in discipline, up to and including termination.

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Country \*

School \*

If you cannot find the school, click here

Degree

Degree Received

Year Degree Received

Field of Study

First Year Attended

Last Year Attended

Grade Average

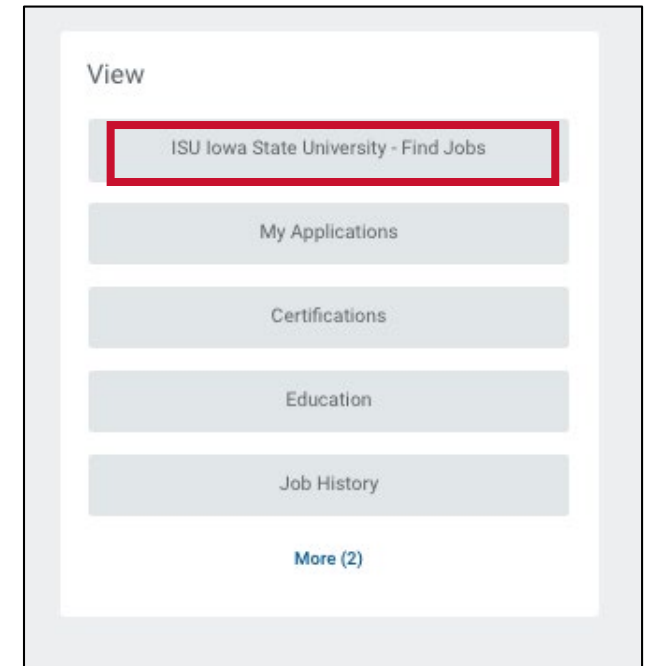
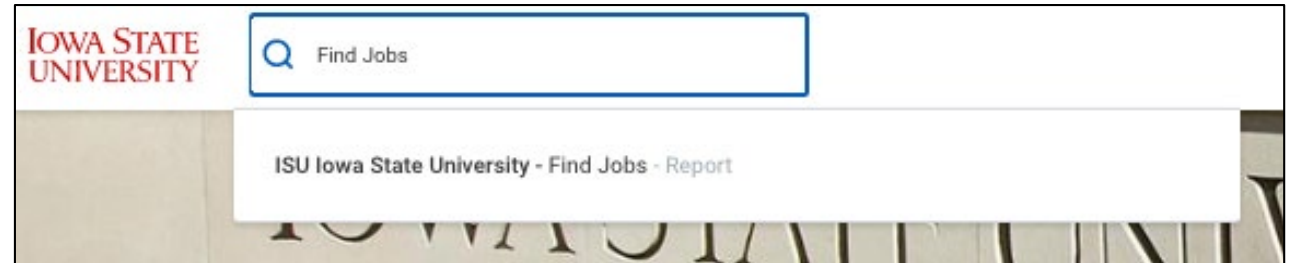
4.

From the Workday landing page, you can find available positions by completing one of the following steps:

Search “**ISU Iowa State University – Find Jobs**” in the search bar and then press **enter** on your keyboard. Select the report from the search results

or

Select the Career application (pictured below). Select the “**ISU Iowa State University – Find Jobs**” button



5.

The **Internal Careers Site** gives applicants the ability to search or scroll through available positions. Applicants also have the ability to filter on Full/Part Time, Hiring Manager, Job Category, Job Family, Job Profiles, Organization, Primary Location, and Worker Type

The screenshot displays the 'ISU Iowa State University - Find Jobs' interface. At the top, there is a blue header with the title and an 'Actions' button. Below the header is a search bar with a magnifying glass icon and a 'Search' button. Underneath the search bar is a 'Saved Searches' section. The main content area is divided into two columns. The left column, titled 'Current Search', contains a 'Save' button, a 'Clear All' button, and three filter sections: 'Full/Part-time' with a 'Full time (10)' checkbox, 'Hiring Manager' with checkboxes for 'Gul Okudan-Kremer (7)', 'Jonathan Wickert (2)', 'Beate Schmittmann (1)', and 'Jean Holt (1)', and 'Job Category' with a 'Professional & Scientific (11)' checkbox. The right column, titled '11 Results', lists job postings with details such as job title, ID, department, posting date, and location. The visible results include: 'Program Coordinator II' (R00000702 | LAS: Administration | Posting Date: 04/16/2019 | Ames, IA), 'Program Director' (R00000701 | SVPP Provost | Posting Date: 04/16/2019 | Ames, IA), 'Program Coordinator-4' (R00000663 | ENG: IMSE Department Chair | Posting Date: 04/16/2019 | Ames, IA), 'Program Coordinator' (R00000694 | COD: ASO | Posting Date: 04/16/2019 | Ames, IA), 'Administrative Specialist III' (R00000699 | SVPP Provost | Posting Date: 04/15/2019 | Ames, IA), 'Administrative Specialist II' (R00000676 | ENG: IMSE Department Chair | Posting Date: 04/08/2019 | Ames, IA), and 'Program Coordinator-10' (R00000669 | ENG: IMSE Department Chair | Posting Date: 04/06/2019 | Ames, IA).

6.

By selecting a job posting, you can view the:

- **Job description**, which consists of the Position Title, Appointment Type, Job Description, Qualifications, Start Date, Time Type, Application Instructions, etc.
- **Details**, which consists of the Location, Posting Date, Job Family, Time Type, Job Type, etc.

Select **Apply** to begin the application process

**View Job Posting Details**  
Administrative Specialist II [Actions](#)

**Job Description**

Position Information:

Position Title:  
Administrative Specialist II

Job Group:  
Professional & Scientific

Required Minimum Qualifications:  
Bachelor's degree and 1 year of related experience; OR a combination of education and/or related experience totaling 5 years. Experience must be at a comparable level and directly related to the duties of this position.

Preferred Qualifications:  
Demonstrated experience providing professional administrative support.  
Experience working with Microsoft Office suite products, especially Word, Outlook, PowerPoint, and Excel.  
Experience that demonstrates effective communication skills.  
Experience coordinating projects.  
Experience working with diverse work groups.  
Experience working in a confidential environment.

Job Description:  
The Iowa State University Library is seeking applicants for an Administrative Specialist II position. This position provides executive-level administrative support to the Dean of the Library and Library administrators. The Library values creating a welcoming and inclusive environment to the Administrative Suite and Library, which will be a key component of this position. Your responsibilities will include greeting visitors and managing the office. In this role, you will need to exercise independent judgement and initiative, have the ability to use discretion, and work under tight deadlines while maintaining professionalism and accuracy. Other position responsibilities include reporting budgetary summaries for equipment orders and expenditures; screen and direct incoming communications; create professional level reports; complete all preparations for upcoming engagements; assist with special projects on behalf of the Dean or other senior level Administrative staff, and provide administrative support to members of the Dean's Administrative cabinet. This position serves as the office's liaison to other administrative and college offices; provides support to special committees and other groups as assigned. Excellent computer knowledge and proficiency with MS Office Suite products are essential for this position. ISU students, staff, and faculty strive to overcome historical and divisive biases in our society. Library staff must embrace an environment of inclusion that moves beyond simple tolerance to recognizing the richness in individual identities of people, and diverse perspectives. We are an equal opportunity employer committed to recruiting and retaining a diverse workforce.

Appointment Type:  
Regular

Proposed Start Date:  
May 31, 2019

Number of Months Employed per Year:  
12 Month Work Period

Time Type:  
Full time

Pay Rate Type:  
Salary

Application Instructions:  
To apply for this position, please click on "Apply" and complete the Employment Application. Please be prepared to enter or attach the following:  
1) Resume/Curriculum Vitae  
2) Letter of Application/Cover Letter  
3) Contact Information for Three References

If you have questions regarding this application process, please email [employment@iastate.edu](mailto:employment@iastate.edu) or call 515-294-4800 or Toll Free: 1-877-477-7485.

Job Posting End Date:  
June 8, 2019

Job Requisition Number:  
R00000760

Apply

**Internal: Administrative Specialist II**

**Job Details**

Job Requisition ID	R00000760
Location	<a href="#">Ames, IA</a>
Posting Date	05/31/2019 - Today
Job Family	<a href="#">Professional &amp; Scientific (JF)</a>
Time Type	Full time
Job Type	Regular
Supervisory Organization	<a href="#">LIB Dearis Office</a>

**Hiring Manager**

**Team Members**

[A](#)

**Similar Jobs**

- [Administrative Specialist II](#)
- [Administrative Specialist III](#)

7.

When applying for the posting it will automatically populate the information entered in the **applicant's job profile**. This includes:

- Job History
- Education
- Languages
- Skills

**Note:**

Select **“Go to your profile”** to make additional changes to the career information

8.

**Attach Resume / Cover Letter**

The screenshot shows the 'Apply to Job' interface for the position 'Internal: Administrative Specialist II'. The page has a blue header with the job title and an 'Actions' button. Below the header, there are instructions: 'Job History and/or a resume is required.' and 'If you do not have Job History, click the "Go to Your Profile" button to add job history before applying.' The main content area is divided into sections: 'Job History', 'Education', 'Languages', 'Skills', and 'Resume / Cover Letter'. The 'Job History' section is currently active and displays a table with one entry: 'Lecturer' at 'ABC University' from 'January 2000 - January 2010' (10 years). The job description for this role includes: 'Preparing and delivering regular lectures for students', 'Conducting tutorial sessions, seminars and laboratory classes (where relevant)', 'Guiding class discussions, whilst encouraging debate and feedback amongst students', 'Preparing and marking student assignments, essays, exams and providing one-on-one feedback on academic performance where necessary', 'Supervising the work of Postgraduate and Honours students, as well as tutorial staff', 'Attending departmental and faculty meetings with other staff members', 'Participating in course/degree setting committees, curriculum revision and academic planning', 'Conducting further research into their specific field of knowledge/interest', and 'Compiling bibliographies of relevant materials for class reading assignments.' To the right of the job history table, there is a 'Need to make changes?' link and a 'Go to your profile' button. The 'Education' section shows 'Iowa State University' with a 'Doctorate (EDD)'. The 'Languages' and 'Skills' sections both show 'none entered'. The 'Resume / Cover Letter' section features a large dashed box with the text 'Drop files here' and a 'Select files' button.



9.

An internal application prompts the applicant to **attach application files**. This includes:

- Letter of Application/Cover Letter (Required)
- Contact Information for Three References (Required)
- Any additional documentation described in the application instructions

Application Questionnaire - Internal

**Application Requirements:**

**Attachments:**

- Attach Letter of Application/ Cover Letter
- Attach Contact Information for Three References
- Attach other required documents

**Questionnaire:**

- After attaching the documentation, complete the required Iowa State University job application questions below.

Attach Letter of Application/ Cover Letter (Required)

Drop files here

or

Select files

Attach Contact Information for Three References (Required)

Drop files here

or

Select files

If indicated in the Application Instructions, attach additional required documents.

Drop files here

or

Select files

10.

The **multiple choice questionnaire** is required for the applicant to submit, along with agreeing to the Terms and Agreement

11.

Once the applicant has completed the required sections of the application, verify the information entered in the application and make any necessary changes

Once complete, select **“Submit”**

Are you at least 18 years of age? (Required)

Yes  
 No

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Are you related to any university employee who is in a supervisory position at ISU? (Required)

Yes  
 No

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May we contact your current employer? (Required)

Yes  
 No  
 With My Consent

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Have you ever been terminated, discharged, dismissed or involuntarily separated from employment (excluding tenure denial or non-renewal of tenure track appointment)? (Required)

Yes  
 No

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Have you ever been convicted, received a deferred judgment or sentence, paid a fine, served probation, or plead guilty or no contest of a felony or misdemeanor, including traffic violations? (Required)

Yes  
 No

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Have you ever been found responsible for harassment or discrimination through prior employment, legal action, or administrative agency proceedings? (Required)

Yes  
 No

---

Have you ever been found responsible of professional misconduct or received sanctions? (Required)

Yes  
 No

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TERMS AND AGREEMENT I, the applicant, authorize Iowa State University to use the information and statements contained in this application to determine my qualifications for employment. I authorize Iowa State University to conduct additional reference checks that may include reference referrals from previous employers. As a current or former Iowa State University employee, I authorize the University to make my personnel file available to: verification of degrees, investigations of criminal and/or conviction records, driving records, and/or a drug screen test as required by U.S. Department of Transportation regulations or university policies that my employment will depend on successful completion of any conditions of employment that are contained in the Iowa State University vacancy announcement or in university policies. I release Iowa State University from any liability, past or present, for any background check or the consequences of that check. I certify that all statements made in my application are true and accurate, and that I have not omitted any material information or provided false or misleading information in my termination. If hired, I agree to abide by the policies of Iowa State University. As a federal contractor, Iowa State University is required to participate in the federal government's E-Verify program. The E-Verify process is completed in conjunction with a new hire's completion of the Form I-9, Employment Eligibility Verification.

Yes, I agree to these Terms and Agreement.  
 No, I do not agree to these Terms and Agreement. I withdraw my application.

## Internal Career Site – Job Alerts

Current ISU employees are now able to create job alerts to notify them of internal job openings that they're interested in. Current employees can create criteria for those alerts so that they receive email or push notifications when new jobs are posted that meet those criteria. These automatic notifications enable employees to reduce time spent manually searching for internal opportunities while helping ISU to more easily fill positions with internal candidates.

Upon clicking on Job Alerts the ISU employee will be able to:

- Create alerts
- Choose the frequency of their e-mailed notifications either daily or weekly
- Edit a Job Alert updating criteria that currently reflects their job search
- Delete a Job Alert which will unsubscribe them from receiving future alerts

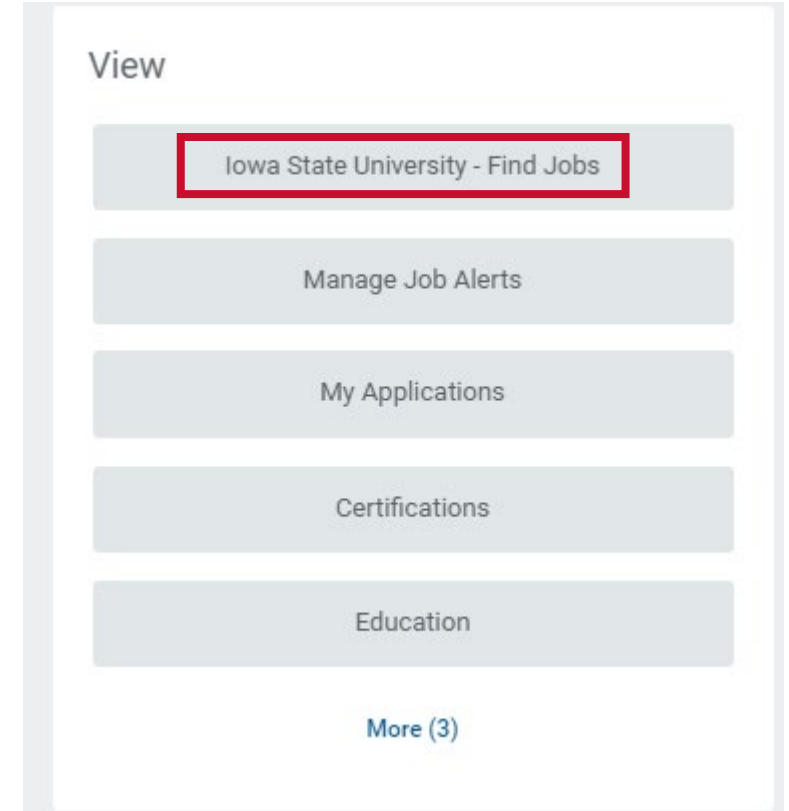
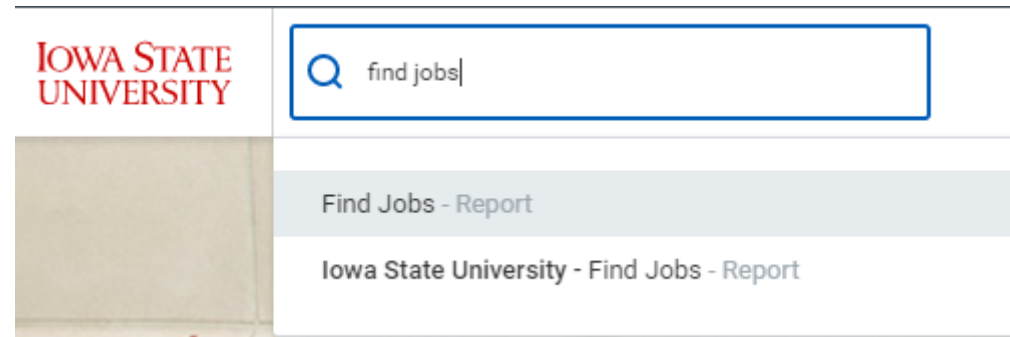
I.

To set up a Job Alert, search “**Find Jobs**” in the search bar and then press **enter** on your keyboard. Select the report from the search results.

**Note:** Selecting Find Jobs or Iowa State University – Find Jobs will show the same results.

or

Select the Career application (pictured below). Select the “**ISU Iowa State University – Find Jobs**” button



2.

Navigate to a position you are interested in or any open position.

3.

In the top, right-hand corner of the position you are reviewing, select “create job alert.”

The screenshot shows the 'View Job Posting Details' page for a 'Chief of Staff' position. The page layout includes a top navigation bar with a search icon and 'find jobs' text, a user profile icon, and a 'Stop In: 6:35' indicator. The main content area is divided into sections: 'Job Description', 'Responsibilities', 'Qualifications', 'Job Details', 'Recruiter', and 'Hiring Manager'. The 'Create Job Alert' button is highlighted with a red box. The 'Job Details' section lists various attributes such as Job Requisition ID (R-00294), Location (San Francisco), Posting Date (03/20/2019 - 4 months ago), Job Family (Executive Management), Time Type (Full time), Job Type (Regular), and Supervisory Organization (Executive Management Group). The 'Recruiter' section identifies Carmen Cortes, and the 'Hiring Manager' section identifies Steve Morgan.

**View Job Posting Details**  
Chief of Staff [Actions](#)

**Job Description**

Excited to grow your career?

We value our talented employees, and whenever possible strive to help one of our associates grow professionally before recruiting new talent to our open positions. If you think the open position you see is right for you, we encourage you to apply!

*Our people make all the difference in our success.*

**Responsibilities:**

- Preparing the CEO for meetings and speaking appearances, including providing background notes and handling logistics in conjunction with the CEO's Executive Assistant;
- Writing correspondence and coordinating with the Director of Communications on the development of op eds, blogs, and other publications;
- Managing contact lists to ensure ongoing follow up;
- Support the CEO in maintaining relationships with key partners, customers, investors, board members, and policy makers as designated by the CEO to ensure continuity in communications and to surface and pursue opportunities for collaboration;
- Coordinating strategic planning efforts and special projects across the executive team;
- Conducting research about organizations, speaking engagements, and policy issues;
- Developing engaging, visually-appealing presentations;
- Building financial models and undertaking other data-intensive model building activities to assist the CEO in planning and product performance analyses; and
- Representing the company at high-level policy events and working sessions.

**Qualifications:**

- Bachelor's degree and extensive experience and demonstrated track record in the tech, education, or public policy sectors and/or in strategic planning and analysis (MBA, JD, MPP or equivalent preferred);
- Experience in business development / strategic relationship building;
- Clear and concise writing;
- Excellent presentation design / management skills as well as strong command of Excel;
- Thorough and enterprising research skills;
- Highly organized with excellent follow through and ability to get past obstacles in order to get things done; and
- Ability to travel with or on behalf of the CEO as needed to client meetings, conferences, and to track development projects across a global organization with seven offices on four continents.

**Job Details**

Job Requisition ID	R-00294
Location	<a href="#">San Francisco</a>
Posting Date	03/20/2019 - 4 months ago
Job Family	Executive Management
Time Type	Full time
Job Type	Regular
Supervisory Organization	<a href="#">Executive Management Group</a>

**Recruiter**

Carmen Cortes

**Hiring Manager**

Steve Morgan

[Apply](#) [Refer](#) [Create Job Alert](#)

Share [in](#) [on](#) [via](#) [f](#)

4.

Complete the following fields:

- Name your job alert
- Frequency (daily/weekly)
- Job Family (P&S, Merit, Faculty, etc.)
- Job Profiles (if applicable)

Once you have set up your job alert, you can edit or delete at any time.

## Create Job Alert from Job Posting

**Name Your Job Alert** \* Senior Legal Roles

**Frequency** \* Search  
× Weekly

**Location Region/State/Province**

**Job Family**

**Organization**

**Job Profiles**  
× Chief of Staff  
× Senior Counsel

**Locations**  
× San Francisco ...

OK Cancel