

# SEARCH FOR JOB OPENING

The first page that you see as an applicant is the Job Search page.

By default, the Basic Search is displayed. This provides a few fields for you to use to search for jobs.

Search:

**Basic Search**

Keywords  [Search Tips](#)

[Colleges](#) All Colleges

[Job Families](#) All Job Families

[Locations](#) All Locations

Jobs Posted Within

[Advanced Search](#)

The advanced search option provides the ability for you to refine your search options:

**Advanced Search**

Keywords  [Search Tips](#)

[Colleges](#) All Colleges

[Job Families](#) All Job Families

[Locations](#) All Locations

Job Opening ID

Regular/Temporary Position

Full/Part Time

Shift

Desired Pay  Currency

Jobs Posted Within

[Basic Search](#)

You can save your searches and receive notifications of new job postings that match your search results. You must have an email address in order to receive notifications via email.

Latest Job Postings							
Job Title	Job ID	Location	Job Family	Posted Date	Save Job	Apply	
1 Administrative Professional	900040	Twin Cities		10/21/2013	<input type="button" value="Save Job"/>	<input type="button" value="Apply"/>	
2 County 4-H Program Coordinator, Houston County	900005	Twin Cities	Medical, Dental, Social Serv	10/16/2013	<input type="button" value="Save Job"/>	<input type="button" value="Apply"/>	
3 Personnel Systems Coordinator	900038	Twin Cities		10/10/2013	<input type="button" value="Save Job"/>	<input type="button" value="Apply"/>	
4 Accountant II Supervisor	900037	Twin Cities		10/07/2013	<input type="button" value="Save Job"/>	<input type="button" value="Apply"/>	
5 Administrative Professional TEST	900035	Twin Cities		10/04/2013	<input type="button" value="Save Job"/>	<input type="button" value="Apply"/>	
6 Executive Office and Administrative Specialist FLEX TEST	900034	Twin Cities		10/04/2013	<input type="button" value="Save Job"/>	<input type="button" value="Apply"/>	

Search Results:

External applicants have the ability to “Save Job” or “Apply” directly from the search results.

If you are an employee, you will have the additional option to “Refer a Friend”

Latest Job Postings

Job Title	Job ID	Location	Posted Date	Job Family	Department	Refer a Friend	Save Job	Apply
1 Off Campus Student Job (JLD) PT Bell Attendant	304324	Twin Cities	12/10/2015	Stu Administrative/Support	OHR Special Circumstances	<a href="#">Refer a Friend</a>	<a href="#">Save Job</a>	<a href="#">Apply</a>
2 Off Campus Student Job (JLD) PT PM/AM Server	304329	Twin Cities	12/10/2015	Stu Administrative/Support	OHR Special Circumstances	<a href="#">Refer a Friend</a>	<a href="#">Save Job</a>	<a href="#">Apply</a>
3 Off Campus Student Job (JLD) PT Waiter's Assistant	305582	Twin Cities	12/10/2015	Stu Administrative/Support	OHR Special Circumstances	<a href="#">Refer a Friend</a>	<a href="#">Save Job</a>	<a href="#">Apply</a>
4 Off Campus Student Job (JLD) PT Host	305581	Twin Cities	12/10/2015	Stu Administrative/Support	OHR Special Circumstances	<a href="#">Refer a Friend</a>	<a href="#">Save Job</a>	<a href="#">Apply</a>
5 Prin Ofc & Admin Specialist	305979	Twin Cities	12/09/2015	Clerical	CCE DCP Graduate Programs	<a href="#">Refer a Friend</a>	<a href="#">Save Job</a>	<a href="#">Apply</a>