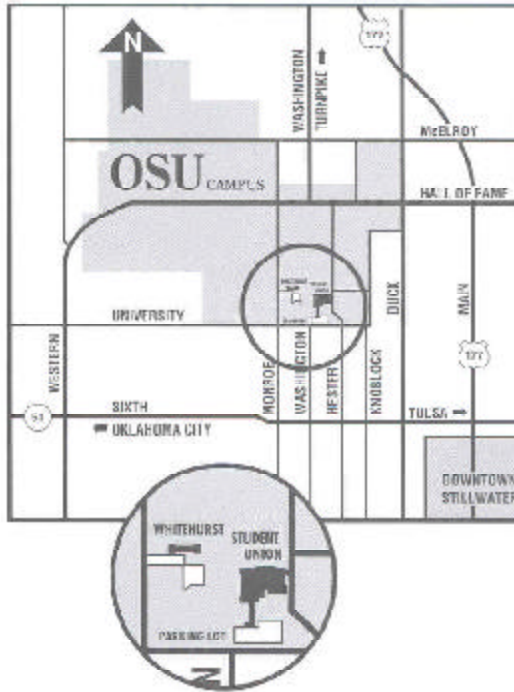


signature will be required on a *Loyalty Oath* and a *W-4* form. You must also verify your employment eligibility and identity as required by the Immigration Reform and Control Act of 1986.

JOB LISTINGS

website: jobs.okstate.edu



Employment
With
Oklahoma
State University

If you would like more information about employment opportunities at Oklahoma State University or have questions about the employment process, please contact:

website: jobs.okstate.edu
Human Resources
106 Whitehurst
Oklahoma State University
Stillwater, Oklahoma 74078
(405) 744-5373
e-mail: osu-hr@okstate.edu

Oklahoma State University, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Americans With Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services. Any person who believes that discriminatory practices have been engaged in based on gender may discuss his/her concerns and file informal or formal complaints of possible violations of Title IX with the OSU Title IX Coordinator, Dr. Carolyn Hernandez, Director of Affirmative Action, 408 Whitehurst, Oklahoma State University, Stillwater, Oklahoma 74078, (405) 744-5371 or fax (405) 744-5576.



Oklahoma State University

has been serving students and providing employment for over 100 years. Founded in 1890 as Oklahoma Agricultural and Mechanical College, OSU serves all age groups in their quest for higher levels of learning.

OSU has grown through the years, but the original goals of providing instruction, participating in research, and providing educational assistance to the public through extension programs have continued.

OSU enrolls approximately 21,000 students each year in Stillwater. The Stillwater campus employs over 9,000 individuals; approximately 3,350 staff, and 1,300 faculty. In addition, over 4,300 students are employed on campus in part-time positions.

Employment Opportunities

Employment opportunities are often available year-round in many career fields. Pay and working hours may vary. OSU offers a variety of benefit programs and services to employees.

Staff employment at Oklahoma State University is coordinated by Human Resources, located at 106 Whitehurst. An online application system is available 24 hours a day, seven days a week so that you can search and apply for positions at your convenience. You can apply for both administrative/professional and classified positions electronically. One benefit of the online application system is that you can apply for multiple jobs with just one application.

Human Resources is open from 8am to 5pm, Monday through Friday. Parking is

available at the Student Union Parking Garage for a minimal fee; parking meters are also available outside the front of Whitehurst.

Faculty positions are recruited by the individual academic departments.

Posting of Job Openings

To help you find out about vacancies easily and quickly, current staff vacancies are publicized in several ways.

Employment information is available on the internet, *jobs.okstate.edu*. Position openings are posted daily. You can find instructions on applying for jobs at OSU as well as a complete listing of current vacancies.

Frequently, jobs are advertised in the Stillwater NewsPress and in other metropolitan newspapers.

Application Process

To apply for an administrative/professional or classified job at OSU, you will need to complete an online application. You may apply for any vacancy for which you meet the minimum qualifications. You will be asked to create a user name and password that you will easily remember. You will need it to apply for positions or check the status of your application the next time you visit the site.

Your application represents your qualifications to hiring officials at OSU. Your answers need to be complete and accurate, providing all requested information. A resume or other supplemental material, such as a cover letter, may be included with the online application if the hiring department has selected this option. Your application will remain online indefi-

nately and you can update your application at any time.

Typing (keyboard) and spelling assessments are required for Office/Clerical positions. Your application cannot be referred until the typing and spelling assessments have been completed. These assessments may be taken at the Oklahoma State Employment Service, 711 E. Krayler, Stillwater. Schedule an appointment by calling the agency direct at (405) 624-1450. For a minimal fee, typing tests only may be taken at Meridian Technology Center, 1312 South Sangre, Stillwater, (405) 377-3333. Retests may be taken every two weeks at either place.

Current, regular OSU employees may test within Human Resources. Call (405) 744-5373 to make an appointment. Assessments are administered at 11am, 11:30am, 12:00 noon, 4pm, and 4:30pm, Monday through Friday.

Background checks for finalists for certain positions will be required. The checks will be done at no cost to the applicant.

If you do not have access to a computer, you may use a computer in Human Resources, 106 Whitehurst, between the hours of 8am and 5pm, Monday through Friday. Assistance is available if needed. Computers are also available at the Stillwater Public Library (and public libraries in surrounding communities) and at the Oklahoma Employment Security Commission Office, 711 Krayler Avenue, Stillwater.

Hiring Documents

When you are hired, you will need your social security card and a picture identification, such as a driver's license. Your