

How to Apply as an External Applicant

a. Navigation

From the External Applicants page <https://jobs.ucsb.edu>, click the **External Applicants-Staff Jobs** button. If this is your first time visiting the site, click **New User** to Register and create a profile. Once your profile is created, you can follow this job aid to apply. If you are a returning user click the **Sign In** link in the upper right corner and complete sign in with your User Name and Password.

The screenshot shows the UC Santa Barbara job portal interface. At the top, there is a dark blue header with the text "UC SANTA BARBARA". Below the header, there is a navigation bar with "Job Search" on the left and a "Sign In | New User" button on the right. The main content area features another "UC SANTA BARBARA" header, followed by a "Sign In" section. A message states "You must sign in to continue." Below this, there are two input fields: "*User Name" and "*Password". To the right of the "User Name" field is a "Forgot User Name" link, and to the right of the "Password" field is a "Forgot Password" link. A "Sign In" button is centered below the fields, highlighted with a red border. Below the "Sign In" button are two links: "Don't have a User Name or Password?" and "Register Now". At the bottom of the sign-in section, there is a "* Required Information" label and a "Return to Previous Page" link.

b. Review postings

After you've logged in, you can begin a job search by browsing through open job postings (use the arrow keys to navigate to other pages to see all postings), or use the Keywords search. Click the **More Options** link for a more targeted search for specific criteria (e.g. only Career postings).

c. Select and apply for a position

If you see a posting you would like to review, click on the specific job to see the Job Description/Position Information. If you are not interested in this particular job opening, click the **Return to Previous page** link at the bottom of the page (or the **Next Job** link at the top if you are scrolling through a list of jobs).

You can search and review jobs from this page without creating an account with us. When you are ready to apply, registering only takes a minute. Your online account allows you to upload your resume, apply for jobs and access our online career tools.

Filter by

Keywords Search Tips

Recruiting Location
UCSB Campus (6)

Search Reset Search Save Search **More Options**

Department

8 matches found

Sort By Posted Date

- BUSINESS & FINANCIAL SERV..(1)
- CHANCELLOR (1)
- ELECTRICAL & COMPUTER ENG..(1)
- ENVIRONMENTAL HEALTH & SA..(1)
- GEOGRAPHY DEPT (1)
- More...

Search Results First 1-6 of 6 Last

STDT 1 - 4637
Department: SRB-OPERATIONS | Job Code: 004922 - STDT 1 | Location: UCSB Campus | Job Function: Student Employment

Posted Date: 04/24/2020

Payroll and Finance Assistant - 4672

Department: CHANCELLOR | Job Code: 000559 - EXEC ADVISOR MGR 3 | Location: UCSB Campus | Job Function: Executive Advising

Posted Date: 04/20/2020

Job Family

- General Administration (4)
- Skilled Crafts and Trades (1)
- Student Services (1)

BLANK AST 2 - 4591

Department: BUSINESS & FINANCIAL SERVICES | Job Code: 004723 - BLANK AST 2 | Location: UCSB Campus | Job Function: Clerical

Posted Date: 04/14/2020

Front Office - 4616

Department: GEOGRAPHY DEPT | Job Code: 004724 - BLANK AST 1 | Location: UCSB Campus | Job Function: Clerical | Posted Date: 03/31/2020

Job Function

- Clerical (3)
- Electronics (1)
- Executive Advising (1)
- Student Employment (1)

BLANK AST 2 Needed! - 4599

Department: ENVIRONMENTAL HEALTH & SAFETY | Job Code: 004723 - BLANK AST 2 | Location: UCSB Campus | Job Function: Clerical

Posted Date: 03/24/2020

Analog and Digital Electronics Specialist - 4492

Department: ELECTRICAL & COMPUTER ENGINEER | Job Code: 008301 - ELECTR TCHN PRN | Location: UCSB Campus | Job Function: Electronics

Posted Date: 03/04/2020

Job Posted In

- 2020/04 (3)
- 2020/03 (3)

Apply Without Selecting a Job



Job Description

Job Search | My Notifications | My Activities | My Favorite Jobs | My Saved Searches | My Account Information

◀ Previous Job Next Job ▶

Job Details

Job Title Front Office Job ID 4616

Location UCSB Campus

Favorite Job ☆

Position Information

Payroll Title: BLANK AST 1

Job Code: 004724

Job Open Date: 03-30-2020

Department Code-Name: GEOG-Geography

Percentage of Time: 100%

Collective Bargaining Unit (CBU): CX-Clerical Unit (Teamsters)

Grade Type/Grade: Professional & Support Staff (PSS)

FLSA Exemption Status: Non-Exempt

Work Location: Geography General Administrative Office, 1611 Ellison Hall

Pay & Work Schedule

Pay Rate/Range: \$17.97-\$19.86/hr

Days/Hours: Monday-Friday, 8am-5pm

Equal Opp/Affirmative Action

Affirmative Action Employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

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Job Description

[Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Favorite Jobs](#) | [My Saved Searches](#) | [My Account Information](#)

[◀ Previous Job](#) [Next Job ▶](#)

Job Details

Job Title Front Office Job ID 4616
Location UCSB Campus

[Favorite Job](#) ☆

Position Information

Payroll Title: BLANKAST 1
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Job Open Date: 03-30-2020
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d. Complete the Application

Once you have selected the job opening that you want to apply to click **Apply** at the bottom of the page and begin filling out the application.

Summary of Job Duties

Under the supervision of the Business Officer, the Payroll and Financial Assistant is responsible for the approval of transactional financial efforts and serves as the primary payroll processor and analyst for the Interdisciplinary Humanities Center (IHC). Responsibilities include hiring, payroll entry, onboarding of new employees, accounting, fund tracking and management, overseeing all payment related activities, and close interaction with faculty and staff in both the IHC and other campus departments as the financial assistant works independently with only minimal supervision and regularly makes decisions that require application and interpretation of University financial policies and procedures.

Equal Opp/Affirmative Action

Affirmative Action Employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Apply

Email to Friend

[Return to Previous Page](#)

e. Application Step 1 - Start

Click that you have **Read and agree to the above terms and agreements** and click **Next**. Please note that on any page you can **Save as Draft** at any time and come back later. You can also return to the last page by clicking **Previous** and you can **Exit** at any time.



Start - Step 1 of 7

Applying for: Payroll and Finance Assistant

We believe in hiring the very best. Our workplace experience sets us apart and makes us a great place to work. Our goal is to create an environment of exceptional organizational values, customer service standards, and employee satisfaction.

This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

Agreements

Application Terms & Agreements

You are advised that your responses submitted in this application constitute a legal undertaking and any false or incorrect information will render your application void.

Applicants who are offered employment will be required to successfully complete a pre-employment drug test and an employment and education background check.

I have read and agree to the above terms and agreements

Exit

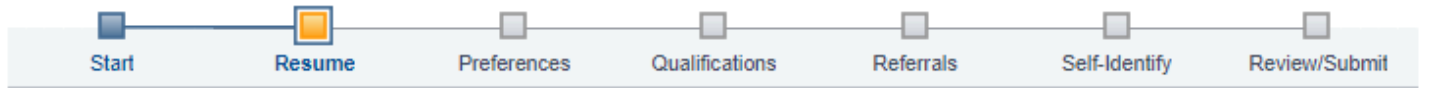
Save as Draft

Previous

Next

f. Application Step 2 - Resume

Upload your resume and attach a cover letter. You can **Use Existing Resume, Copy & Paste Resume** or **Attach Resume**. Then **Attach Cover Letter**. When finished click **Next**.



Exit Save as Draft | Previous Next

Resume - Step 2 of 7

Applying for: Payroll and Finance Assistant

To apply with a resume, select an option below. To apply without a resume, please click Next.

Resume (Required)

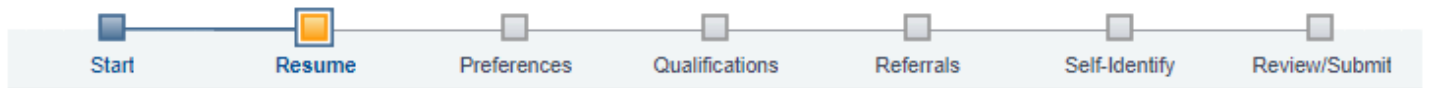
Use Existing Resume	Use a resume you already uploaded with us
Copy & Paste Resume	Copy and paste your resume
Attach Resume	Provide us with your resume

Please provide us with your cover letter.

Cover Letter

Attach Cover Letter	Provide us with your cover letter
---------------------	-----------------------------------

Exit Save as Draft | Previous Next



Exit Save as Draft | Previous Next

Resume - Step 2 of 7

Applying for: Payroll and Finance Assistant

Current Resume

Resume	Language
Resume	English

Use Different Resume

Current Cover Letter

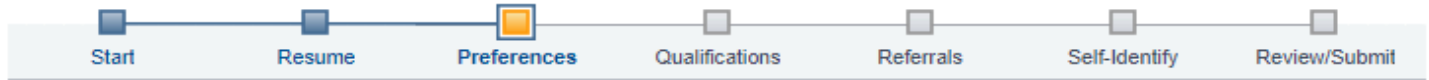
Cover Letter	*Cover Letter Title
Cover_letter.docx	Cover_letter.docx

Use Different Cover Letter

Exit Save as Draft | Previous Next

g. Application Step 3 - Preferences

Please select your employment preferences, such as what days and times you are willing to work, when you can begin work, the minimum pay that you require, etc. When finished click **Next**.



Exit Save as Draft | < Previous Next >

Preferences - Step 3 of 7

Applying for: Payroll and Finance Assistant

Employment Preferences

1. I can start my new job on or after

2. I am looking for the following kind of work

- Regular
- Temporary
- Either

3. I want to work

- Full-Time
- Part-Time
- Either

4. I am willing to travel

- Never or rarely
- Up to 25% of the time
- Up to 50% of the time
- Up to 75% of the time
- Up to 100% of the time

5. I am willing to relocate

- No
- Yes

6. I am available to work the following days of the week

- Monday Tuesday Wednesday Thursday Friday Saturday Sunday

7. I want to work the following shift(s)

Not Applicable
 Day
 Evening
 Night
 Compressed
 Rotating
 Any

8. I want to work
 hours per week

9. I require a minimum pay of

Amount: Currency: Frequency:

10. I would prefer a work location in or around

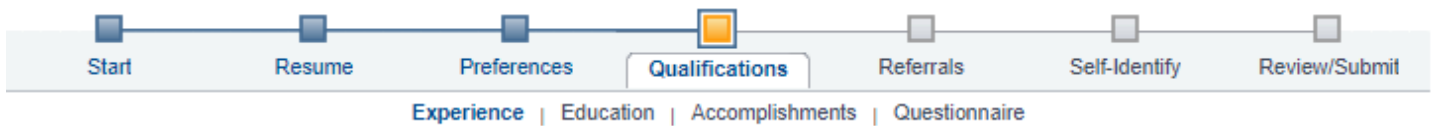
my first choice
 my second choice

Comments about where I prefer to work:

Exit | Save as Draft | < Previous | **Next >**

h. Application Step 4 - Experience

Use the **Add Work Experience** button to add current and previous work experience. To add current and previous references click the **Add Reference** button. You can also edit by clicking the **edit icons** or delete by clicking the **trash can**. When finished click **Next**.



Exit | Save as Draft | < Previous | Next >

Qualifications: Experience - Step 4 of 7

Applying for: Payroll and Finance Assistant

Work Experience

Employer	Job Title	Start Date	End Date	Edit	Delete
Ucsb	Employment/ Training Analyst 2	04/01/2012			

Add Work Experience

References

Reference	Title	Employer	Edit	Delete
Bob Smith	Manager			

Add Reference

Exit | Save as Draft | < Previous | **Next >**

i. Application Step 4 - Education

Enter your education history by clicking the dropdown **Highest Education Level**. You can also **Add Degrees** by clicking the button. When finished click **Next**.

Start Resume Preferences **Qualifications** Referrals Self-Identify Review/Submit

Experience | Education | Accomplishments | Questionnaire

Exit Save as Draft | < Previous Next >

Qualifications: Education - Step 4 of 7

Applying for: Payroll and Finance Assistant

Education History

Highest Education Level G-Bachelor's Level Degree

Degrees

You have not added any degrees to your application.

Add Degrees

Exit Save as Draft | < Previous Next >

j. Application Step 4 Questions - Accomplishments

Click **Add Job Training** to add any relevant training you have had in your current or previous jobs. Click **Add Licenses and Certifications** if you have any. When finished click **Next**.

Start Resume Preferences **Qualifications** Referrals Self-Identify Review/Submit

Experience | Education | Accomplishments | Questionnaire

Exit Save as Draft | < Previous Next >

Qualifications: Accomplishments - Step 4 of 7

Applying for: Payroll and Finance Assistant

Job Training

You have not added any training information to your application.

Add Job Training

Licenses and Certifications

You have not added any licenses and certifications to your application.

Add Licenses and Certifications

Exit Save as Draft | < Previous Next >

k. Application Step 4 - Questions

Answer the required questions by clicking the button and click **Next**.

Start Resume Preferences **Qualifications** Referrals Self-Identify Review/Submit

Experience | Education | Accomplishments | **Questionnaire**

Exit Save as Draft | < Previous Next >

Qualifications: Questionnaire - Step 4 of 7

Applying for: Payroll and Finance Assistant

Questionnaire (Required)

- 1. Are you at least 18 years old?
 Yes
 No
- 2. Are you eligible to work in the US?
 Yes
 No

Exit Save as Draft | < Previous **Next** >

I. Application Step 5 - Referrals

Click the drop down boxes to answer the question of how you learned about the job you are applying to and whether you are a former UCSB employee and click **Next**.

Start Resume Preferences Qualifications **Referrals** Self-Identify Review/Submit

Exit Save as Draft | < Previous Next >

Referrals - Step 5 of 7

Applying for: Payroll and Finance Assistant

Referrals

How did you learn of the job?

Specific Referral Source

Are you a former employee

Exit Save as Draft | < Previous **Next** >

m. Application Step 6 – Self Identify-UC Affiliation

Answer the questions regarding current or prior UC Affiliation and click **Next**.

UC Affiliation | Diversity | Gender Identity and Sexual Orientation

Exit Save as Draft | Previous Next

Self-Identify: UC Affiliation - Step 6 of 7

Applying for: Payroll and Finance Assistant

Have you been a member of CalPERS within 180 days of this application?

Yes
 No

Are you a current University of California Employee?

Yes
 No

What is your Primary Location ?

UC Santa Barbara Campus

Are you

retired from the University of California receiving monthly payment
 retired from the University of California and received a lump sum payment
 a participant in the Vocational Training Program
 a participant in a layoff with rehire privileges
 none of the Above

Do you have any relatives currently working at the University of California?

Yes
 No

Please enter their name(s) in the box below. (Also location, title and department, if known)

NANCY SINATRA

Exit Save as Draft | Previous **Next**

n. Application Step 6 – Self Identify-Diversity

Answer the questions to self-identify. You can also decline to state this information by clicking **I choose not to provide this information** at the bottom and click **Next**.

Self-Identify: Diversity - Step 6 of 7

Applying for: Payroll and Finance Assistant

Diversity

VOLUNTARY SELF IDENTIFICATION OF RACE AND ETHNICITY

The employer is subject to certain governmental record keeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

For additional descriptions of these Race and Ethnicity selections please [Click here](#)

Are you Hispanic or Latino?

NO, I AM NOT HISPANIC OR LATINO

YES, I AM HISPANIC OR LATINO

- Mexican/Mexican American
- Latin American/Latino
- Other Spanish/Spanish American

In addition, select one or more of the following racial categories to describe yourself if applicable.

- American Indian or Alaska Native
- Asian**
 - Chinese/Chinese American
 - Filipino/Filipino American/Pilipino/Pilipino American
 - Japanese/Japanese American
 - Korean/Korean American
 - Pakistani/Pakistani American/Indian/Indian American
 - Vietnamese/Vietnamese American
 - Other Asian/Asian American
- Black or African American
- Native Hawaiian or other Pacific Islander
- WHITE**
 - European
 - Middle Eastern
 - North African
 - White (Not Specified)
- I CHOOSE NOT TO PROVIDE THIS INFORMATION

o. Application Step 6 – Self Identify-Gender Identity and Sexual Orientation

Answer the questions to self-identify. You can also **Decline to State** this information by clicking the bottom sections of each question. When finished click **Next**.

Self-Identify: Gender Identity and Sexual Orientation - Step 6 of 7

Applying for: Payroll and Finance Assistant

The University of California strives to create an inclusive environment for all constituents. As part of this effort, it is important for us to understand the demographic profile of the entire UC Community. Towards that end, the next questions are voluntary, but sharing this information will provide important and meaningful data regarding the diversity of our applicants and employees. Your responses will be kept confidential.

a. What is your current gender identity (Please select only one)

- Male
- Female
- Trans Male/Trans Man
- Trans Female/Trans Woman
- Nonbinary
- Different Identity
- Decline to State

b. Do you consider yourself to be: (Please select only one)

- Heterosexual or Straight
- Gay or Lesbian
- Bisexual
- Not listed above
- Decline to State

p. Application Step 7 Review/Submit


On this page you can review your information, once an application is submitted, you will not be able to edit it. To make changes, click the **edit icons** throughout each section or the previous button to return to earlier pages. You can **Save as Draft**, but remember to return later to My Activities located on your main account page to finish it. When satisfied, click **Submit Application** to apply. The next screen will pop up letting you know that you have successfully applied.

Review/Submit - Step 7 of 7

Applying for: Payroll and Finance Assistant

Review your application and make any changes before submitting.

My Contact Information

Email katherine.abad@hr.ucsb.edu 

Home Phone 805/893-4664


Address UC Santa Barbara, Santa Barbara, CA 93106

Preferred Contact Method Phone

Resume

Resume	Edit
Katherine Rae Abad	

Cover Letter

Cover Letter	Cover Letter Title	Edit
Cover_letter.docx	Cover_letter.docx	

Preferences

I can start my new job on or after

I am looking for the following kind of work Either

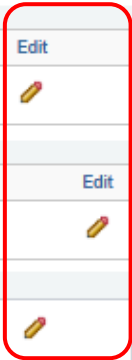

I want to work Full-Time

I am willing to travel Never or rarely

I am willing to relocate No

I am available to work the following days of the week Mon, Tue, Wed, Thu, Fri

I want to work the following shift(s) Day



I want to work the following shift(s) Day
I want to work 40 hours per week
I require a minimum pay of 20.00 USD Hour
I would prefer a work location in or around
Comments about where I prefer to work

Education History

Highest Education Level G-Bachelor's Level Degree



Work Experience

Employer	Job Title	Start Date	End Date	Edit
Ucsb	Employment/ Training Analyst 2	04/01/2012		

Job Training

You have not added any training information to your application.



Degrees

You have not added any degrees to your application.



Licenses and Certifications

You have not added any licenses and certifications to your application.



References

You have not added any references to your application.



Referrals

How did you learn of the job?

Specific Referral Source

Are you a former employee No



Diversity

Ethnicity No, I am not Hispanic or Latino.

Race White (Not Specified)



Exit

Save as Draft

← Previous

Submit Application

Application Confirmation

Your job application has been successfully submitted.

You have applied for the following job(s):

Jobs Applied For

Job Title	Job ID	Location	Job Posting Date	Application Date
Payroll and Finance Assistant	4672	UCSB Campus	04/20/2020	05/20/2020

Your application has been successfully submitted. If you need to update your job application, you will need to reapply. If you wish to view the status of this job application, select the link to return to the Job Search page and review the My Activities section.

[Return to Job Search](#)

[View Submitted Application](#)

q. Checking your applicant status

Once logged back in, click on **My Activities** at the top of the page to view your application status throughout the

Job Search

[Job Search](#) | [My Notifications](#) **7** | [My Activities](#) | [My Favorite Jobs](#) | [My Saved Searches](#) | [My Account Information](#)

Signed In as Frank | [Sign Out](#)

Filter by

Keywords [Search Tips](#)

[Recruiting Location](#)
UCSB Campus (6)

Search

Reset Search

Save Search

[More Options](#)

UC SANTA BARBARA

My Activities

[Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Favorite Jobs](#) | [My Saved Searches](#) | [My Account Information](#)

Signed In as Jane | [Sign Out](#)

Display applications from

Applications

Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application
Front Office	4616	Ellison Hall	Not Submitted	05/11/2020 8:46PM		Withdraw

Resumes

You do not have any saved resumes.

Cover Letters and Attachments

You have not added any attachments.

[Add Attachment](#)

[Return to Previous Page](#)

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