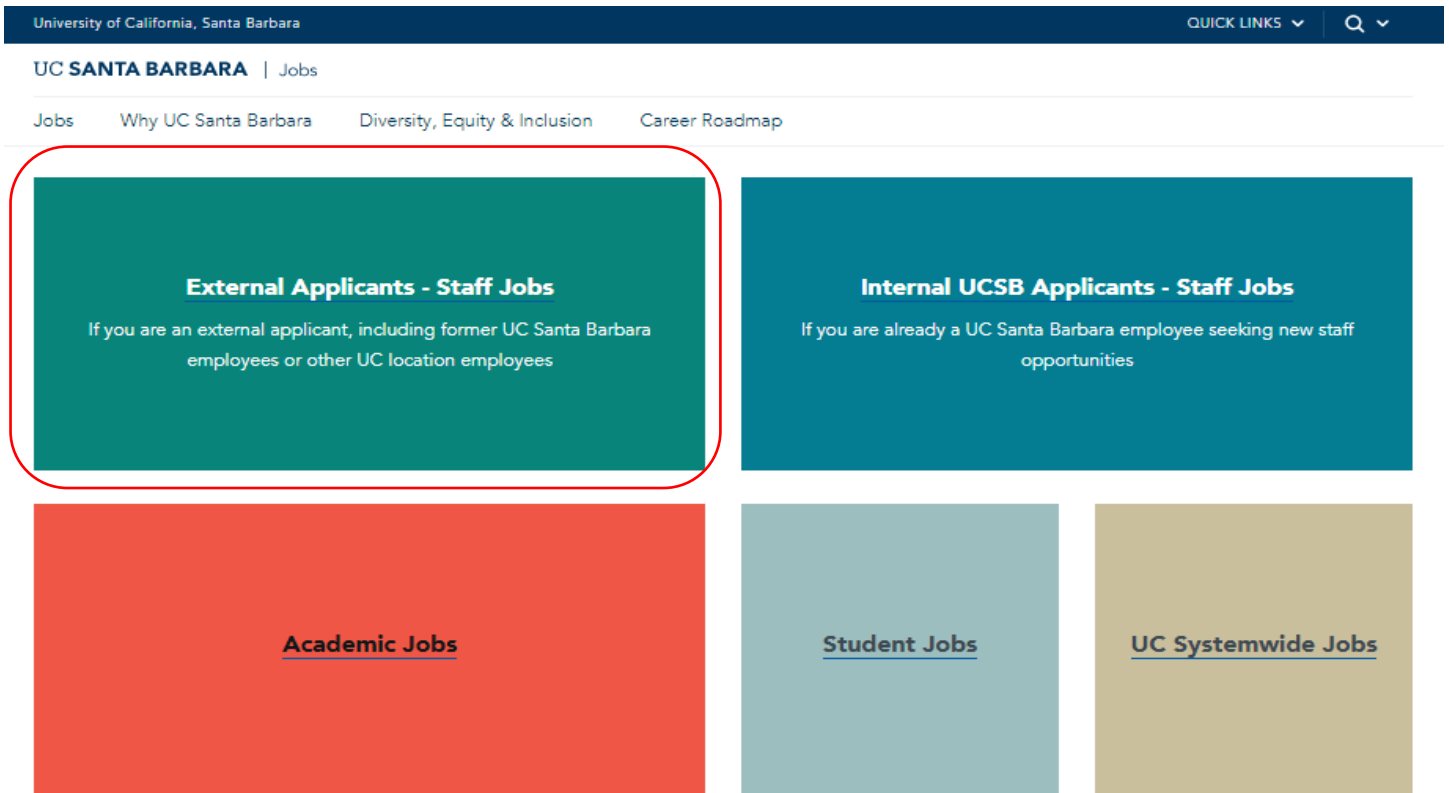


## How to register as a New User (*for non-UC Santa Barbara employees*)

- a. Go to <https://jobs.ucsb.edu> and click on the **External Applicants-Staff Jobs** button. To register a new account



- b. Click the **New User** link in the top right corner. This will let you register and create a profile.



- c. To create your profile, enter your account information, including a user name (*this will become your login*) a password, your name & contact information (*email and phone are required, address is optional*). Click the **Register** button at the bottom of the page.

## Register

If you are new, you must first register in order to continue.

### Account Information

\*User Name

\*Password  Please select a password that:  
 (1) Has minimum of 8 total characters with at least 1 lowercase character, 1 uppercase character or (1@#%\*^&\*~\_+!|}{:;?><.).  
 (2) Does not match your user name.  
 (3) Does not match any of your email addresses.

\*Confirm Password

\*First Name

\*Last Name

### Contact Information

\*Primary Email Type

\*Email Address

Primary Phone Type

\*Phone  Extension

Preferred Contact Method

### Address Information

Country

Address 1

Address 2

Address 3

City  State

Postal  County

[Register](#)

[Already Registered?](#) [Sign In Now](#)

- d. After creating your profile, you will be taken to the landing page to browse job openings. Once your profile is created, you may apply for multiple jobs using the same information.

Favorites ▾ Main Menu ▾ > Recruiting WorkCenter > Recruiting WorkCenter

ORACLE  Search

Job Search Signed In as Katherine

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

Filter by  [Search Tips](#)

**Recruiting Location**  
 UCSB Campus (6)    [More Options](#)

**Department** 6 matches found Sort By

**Search Results** First 1-6 of 6 Last

BUSINESS & FINANCIAL SERV..(1) CHANCELLOR (1) ELECTRICAL & COMPUTER ENG..(1) ENVIRONMENTAL HEALTH & SA..(1) GEOGRAPHY DEPT (1) More...	STDT 1 - 4637 Department: SRB-OPERATIONS   Job Code: 004922 - STDT 1   Location: UCSB Campus   Job Function: Student Employment Posted Date: 04/24/2020	<input type="button" value="☆"/>
	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	<input type="button" value="☆"/>
<b>Job Family</b> 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	<input type="button" value="☆"/>
	Front Office - 4616 Department: GEOGRAPHY DEPT   Job Code: 004724 - BLANK AST 1   Location: UCSB Campus   Job Function: Clerical   Posted Date: 03/31/2020	<input type="button" value="☆"/>
<b>Job Function</b> 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	<input type="button" value="☆"/>
	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	<input type="button" value="☆"/>

**Job Posted In**  
 2020/04 (3)  
 2020/03 (3)

[Apply Without Selecting a Job](#)

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