

PeopleSoft V9.1



Viewing and Applying for Jobs

From the PAWS Employee Portal (<https://paws.augusta.edu>), select the SoftServ Icon from the Quick Access Bar.

I Would Like To:
Select

I Would Like To Use:
Select

People Finder

First Name Last Name

Search

JAGWIRE

Your source for university and health system news and information. Bookmark it today on your computer and mobile devices.

#getwired jagwire.augusta.edu

Upcoming Events

- Sep 12 Register for Junior Model U.N.
- Nov 30 Childbirth Education
- Dec 05 IRB Office - Compliance Lunch-n-Learn Series – Study Documentation Process
- Dec 07 Children's Play - "Christmas, the Measles, and Me"
- Dec 09 Exams- Session 1

ITS Alerts

A1C is currently unavailable in the Core Lab due to an instrumentation problem. All specimens received for A1C analysis will be held in the Core Lab and analyzed as soon as new instrumentation is brought online. An alternate methodology is being implemented for this test. No additional lab tests are affected by this problem. The Clinical Pathology lab thanks you for your patience.

Dr. Gurmukh Singh
Chief of Clinical Pathology

What's New

View More

- Women's Health Magazine: 3 Women get real about gut struggles
- Why learning by doing matters more, longer
- Deck the halls with care and keep eyes on young children
- Attention: Student Health Services closure (Dec. 15-30)
- Scientists learn more about how motors maneuver our cells' roadways
- Augusta University's accreditation reaffirmed

View All

Concierge Service

706-721-9522

New Policies



Log in using your AU NetID and Password. This will be the same ID and Password that you use to log into Outlook.

ORACLE®
PEOPLESOFT ENTERPRISE

<p>User ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Sign In</p>	<p>Select a Language:</p> <table><tr><td>English</td><td>Español</td></tr><tr><td>Dansk</td><td>Deutsch</td></tr><tr><td>Français</td><td>Français du Canada</td></tr><tr><td>Italiano</td><td>Magyar</td></tr><tr><td>Nederlands</td><td>Norsk</td></tr><tr><td>Polski</td><td>Português</td></tr><tr><td>Suomi</td><td>Svenska</td></tr><tr><td>Čeština</td><td>日本語</td></tr><tr><td>한국어</td><td>Русский</td></tr><tr><td>ไทย</td><td>简体中文</td></tr><tr><td>繁體中文</td><td>العربية</td></tr><tr><td>UK English</td><td></td></tr></table>	English	Español	Dansk	Deutsch	Français	Français du Canada	Italiano	Magyar	Nederlands	Norsk	Polski	Português	Suomi	Svenska	Čeština	日本語	한국어	Русский	ไทย	简体中文	繁體中文	العربية	UK English	
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Dansk	Deutsch																								
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Italiano	Magyar																								
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ไทย	简体中文																								
繁體中文	العربية																								
UK English																									

You have successfully accessed SoftServ. Navigate to Recruitment Activities so that you may view and/or apply for available jobs.

Main Menu > Self Service > Recruiting Activities > Careers

The screenshot displays the Oracle HRMS Self Service Main Menu. The navigation path is as follows:

- Main Menu** (Top Level)
- Self Service** (Folder)
- Recruiting** (Folder)
- Recruiting Activities** (Folder)
- Careers** (Folder)

The **Careers** folder is expanded, showing the following sub-items:

- Check Referral Status
- Confirm Referral
- Interview Evaluations
- Interview Calendar
- Interview Team Schedule
- Evaluate Open Ended Questions

Other visible menu items include:

- Time Reporting
- Personal Information
- Payroll and Compensation
- Benefits
- Stock Activity
- Leave Transfer Requests
- Learning and Development
- Performance Management
- Career Planning
- Install Mobile Applications
- Review Transactions
- Manage Delegation
- Workflow User Preferences

The interface also features a search bar, a 'Report Manager' link, and a 'No Reports' indicator.

You are now able to view a list of all Augusta University jobs currently available. You may view and/or apply for Augusta University Health positions at <http://www.augusta.edu/hr/jobs/medical-center/index.php>.



Favorites Main Menu > Self Service > Recruiting Activities > Careers

Careers Home **Job Search** My Saved Jobs My Saved Searches My Career Tools

Careers Home
Welcome Cathy

Basic Job Search

Keywords:

Posted: Last Month

[Advanced Search](#) [Search Tips](#)

My Career Tools

[4 Accepted/Unaccepted Applications](#)

[1 Cover Letters and Attachments](#)

[3 Saved Resumes](#)

[My Profile](#)

Notification Information

<< First < Previous | Next > Last >>

Select	From	Subject	Received
<input type="checkbox"/>			
<input type="checkbox"/>			

[Select All](#) [Deselect All](#)

The results below include ALL of the Latest Job Postings. To narrow your search, please enter more specific criteria in the Basic Job Search box above.

Job Posting Information

<< First < Previous | Next > Last >>

Select	Date	Job Title	Job ID	Department	Position Number	Location
<input type="checkbox"/>	12/29/2016	Pest Control Specialist	12201	Environmental Services	00000107	Augusta University
<input type="checkbox"/>	12/29/2016	Ast Env Svcs Manager	12202	Environmental Services	00000146	Augusta University
<input type="checkbox"/>	12/29/2016	Research Associate	12237	CRC-Cancer Center	00014150	Augusta University
<input type="checkbox"/>	12/29/2016	Office Coordinator	12234	MCG-Family Medicine	00001510	Augusta University
<input type="checkbox"/>	12/27/2016	Research Associate	12238	CRC-Cancer Center	00014151	Augusta University
<input type="checkbox"/>	12/27/2016	Associate Professor	12250	CON-Biobehavioral Nursing	00002488	Aug Univ CON Augusta Campus
<input type="checkbox"/>	12/22/2016	Nurse Practitioner	12232	MCG-Clinical & Trans Sci	00013133	Augusta University
<input type="checkbox"/>	12/22/2016	Administrative Assistant 3	12240	Enrollment & Student Affairs	00010751	Augusta University

To view and/or apply for a job, select the "job title" of the specific position of interest.

[Favorites](#) | [Main Menu](#) > [Self Service](#) > [Recruiting Activities](#) > [Careers](#)

[Careers Home](#) | [Job Search](#) | [My Saved Jobs](#) | [My Saved Searches](#) | [My Career Tools](#)

Careers Home
Welcome Cathy

Basic Job Search

Keywords:

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My Career Tools

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- [3 Saved Resumes](#)
- [My Profile](#)

Notification Information

Select	From	Subject	Received
<input type="checkbox"/>	[REDACTED]		
<input type="checkbox"/>	[REDACTED]		

The results below include ALL of the Latest Job Postings. To narrow your search, please enter more specific criteria in the Basic Job Search box above.

Job Posting Information

[Next](#)

Select	Date	Job Title	Job ID	Department	Position Number	Location
<input type="checkbox"/>	12/29/2016	Pest Control Specialist	12201	Environmental Services	00000107	Augusta University
<input type="checkbox"/>	12/29/2016	Ast Env Svcs Manager	12202	Environmental Services	00000146	Augusta University
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<input type="checkbox"/>	12/22/2016	Nurse Practitioner	12232	MCG-Clinical & Trans Sci	00013133	Augusta University
<input type="checkbox"/>	12/22/2016	Administrative Assistant 3	12240	Enrollment & Student Affairs	00010751	Augusta University



Job Description

Job Title: Office Coordinator
Job ID: 12234
Location: Augusta University
Full/Part Time: Full-Time
Regular/Temporary: Regular

[Email to Friend](#)

[Save Job](#)

[Apply Now](#)

[Refer Friend](#)

[Return to Previous Page](#)

*



AUGUSTA UNIVERSITY

Minimum Requirement

Associate's degree from an accredited college or university and four years of progressive office experience

OR

High School Diploma, GED, or equivalent from a recognized State or Federal accrediting organization with seven years of progressive office experience

Departmental Requirements - Knowledge, Abilities, Skills

Knowledgeable in budgetary matters

Exceptional verbal/written communication, interpersonal and organizational skills

Ability to work well under deadline pressure

Ability to exercise initiative and work independently

Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint, Publisher) and other computer software/databases

Ability to effectively interact with faculty, residents, staff and other Augusta University departments, and state and national representatives

Prioritizing and coordinating activities

Effectively interact with multiple personalities

Detail oriented, multiple tasks and meet deadlines

Maintain confidentiality

Preferred

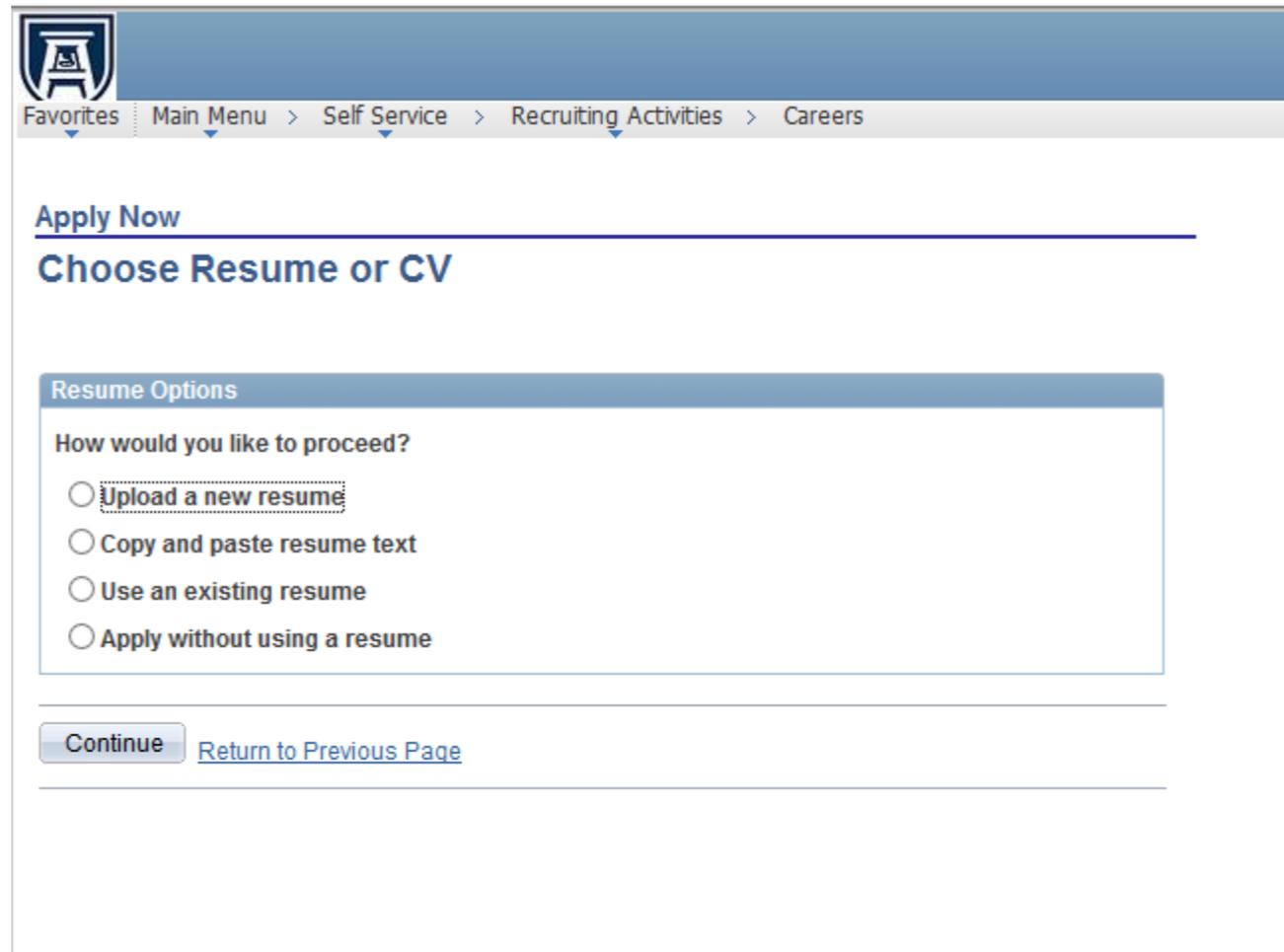
Five plus years of experience in an academic medical center

The job description for the specific position of interest is now available to review.

If you choose to apply, select "Apply Now".



Please include a resume using one of the provided options. Select the radio button of the applicable option. Press "Continue".



The screenshot shows a web interface for August University. At the top left is the university's logo. A navigation breadcrumb trail reads: Favorites | Main Menu > Self Service > Recruiting Activities > Careers. Below this is a section titled "Apply Now" with a sub-header "Choose Resume or CV". A box titled "Resume Options" contains the question "How would you like to proceed?" and four radio button options: "Upload a new resume", "Copy and paste resume text", "Use an existing resume", and "Apply without using a resume". At the bottom of the form are two buttons: "Continue" and "Return to Previous Page".

 Favorites | Main Menu > Self Service > Recruiting Activities > Careers

Apply Now

Choose Resume or CV

Resume Options

How would you like to proceed?

Upload a new resume

Copy and paste resume text

Use an existing resume

Apply without using a resume

[Return to Previous Page](#)

To upload a new resume.

1. Select "Browse"
2. Locate your resume document.
3. Select "Upload".

File Attachment

[? Help](#)

You may type in a "Resume Title" of your preference. Select "Continue".



Favorites Main Menu > Self Service > Recruiting Activities > Careers

[Apply Now](#)

Enter Resume Text

Resume Text	
Resume Title:	<input type="text" value="Resume"/>
Language:	<input type="text" value="English"/>
File Name:	View Attachment

[Continue](#)

[Close](#)

[Return to Previous Page](#)

You will now complete the online application process to include answering questionnaires.



Apply Now

Complete Application

Jobs you applied for		
Posting Title		Remove
Office Coordinator		

Note: Please Save the application before adding/removing a Job to avoid losing any changes made.

[Add Another Job to Application](#)

Resume

[Use a Different Resume](#)

Cathy Carver-Parker



Qualifications [Page 2](#)

Use this section to tell us what you are looking for in terms of location, working time and type of job.

Preferences

Desired Start Date:

Are you willing to relocate?

Are you willing to travel?

Travel Percentage:

Regular/Temporary:

Desired Work Days

<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Wednesday	
<input checked="" type="checkbox"/> Thursday	<input checked="" type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday

Full/Part-Time:

Desired Shift:

Minimum Pay: Pay Frequency:

Desired Hours Per Week:

Geographic Preference

First Choice:

Second Choice:

When you have completed the first page, select "Next" to continue with the application process.

GOOD STANDING: Prior to a job offer, all candidates should be informed that the immediate/current supervisor will be contacted prior to an offer being extended. The purpose is to confirm that the candidate is in good standing. Good standing indicates that there hasn't been a disciplinary concern on file during the previous six (6) months to one year, depending on the circumstances. Please check YES below if you agree and understand. Thank you.

No

Yes

Are you, or will you be by the time of hire, a retiree of the University System of Georgia, including Augusta University?

Yes

No

Do you have four years or more of applicable job related experience in this field?

No

Yes

Open Ended Questions

Do you have a relative or domestic partner currently employed at Augusta University? (This is being asked to ensure compliance with Augusta University's Nepotism Policy and Amorous Relationships Policy.) Please state the relationship and the name of the relative.

No

Word Count

Total Words:

Previous

MUST Submit

Save

Cancel

[Careers Home](#)

[Next](#)



Apply Now

Complete Application

Jobs you applied for		
Posting Title		Remove
Office Coordinator		

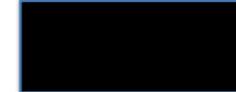
Note: Please Save the application before adding/removing a Job to avoid losing any changes made.

[Add Another Job to Application](#)

Resume

[Use a Different Resume](#)

Cathy Carver-Parker



[Qualifications](#) Page 2

On this page you can tell us how you found out about the job. If you were referred to the job from another source you can enter details about the referral source.

Referral Information

*How did you learn of the job:

SubSource:

Specific Referral Source:

* Required Field

1

2

[Previous](#) **MUST Submit** [Save](#) [Cancel](#) [Careers Home](#) [Next](#)

Complete the "Referral Information" section. Select "Must Submit".

You have successfully applied for an AU position.



Navigation: [Main Menu](#) > [Self Service](#) > [Recruiting Activities](#) > [Careers](#)

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#)

My Applications

You have successfully submitted your job application.

We do business with the government; we must reach out to hire and provide equal opportunity to qualified people with disabilities and protected veterans. To help us measure how well we are doing, you may voluntarily self-identify as having a disability or a protected veteran by updating your information from Self Service, Personal Information, and access the self identification pages for disability and veteran.

My Applications

Display applications from:

◀◀ First ◀ Previous | Next ▶ Last ▶▶

Applications In Progress

Application	Status	Application Date
Office Coordinator	Applied	01/10/2017 9:13AM