



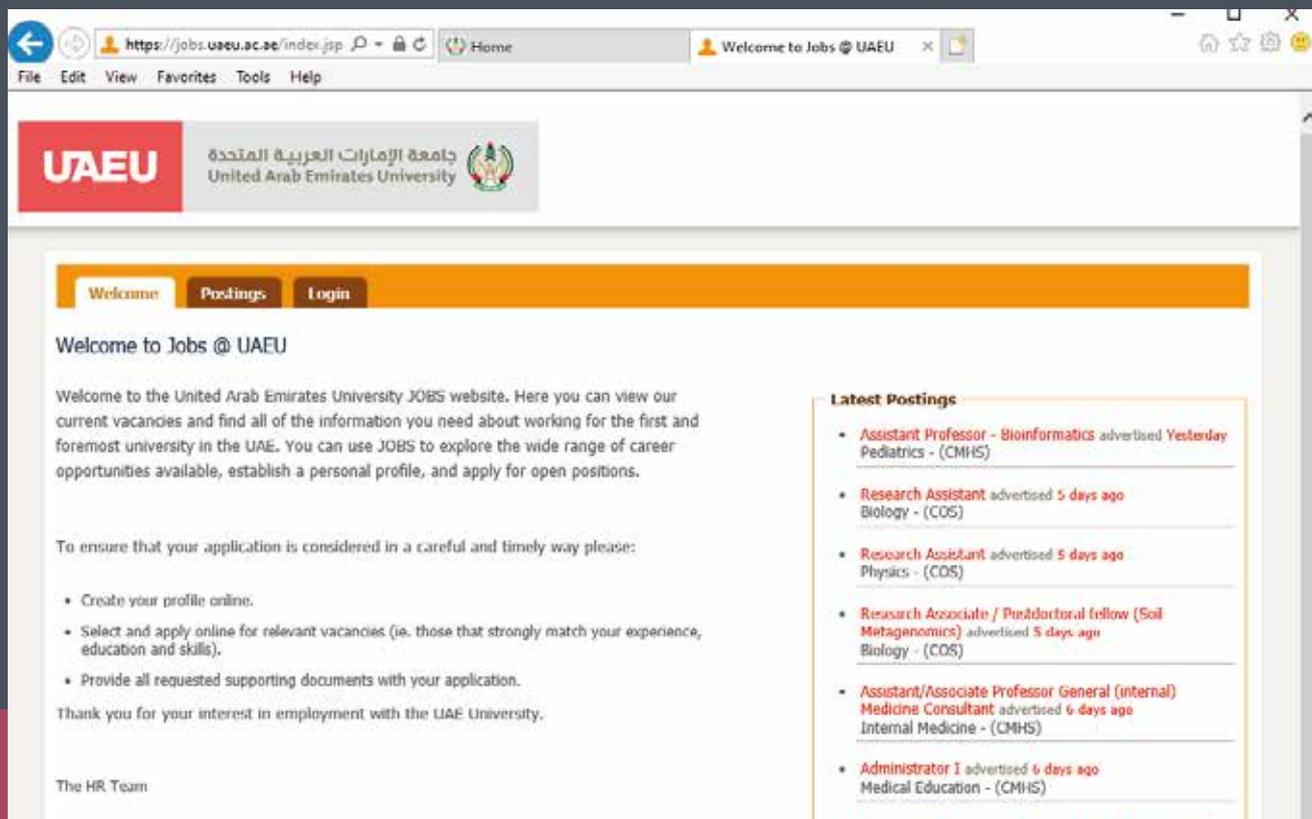
JOBS @ UAEU

STEPS TO REGISTER FOR JOBS ON
THE UAE UNIVERSITY WEBSITE

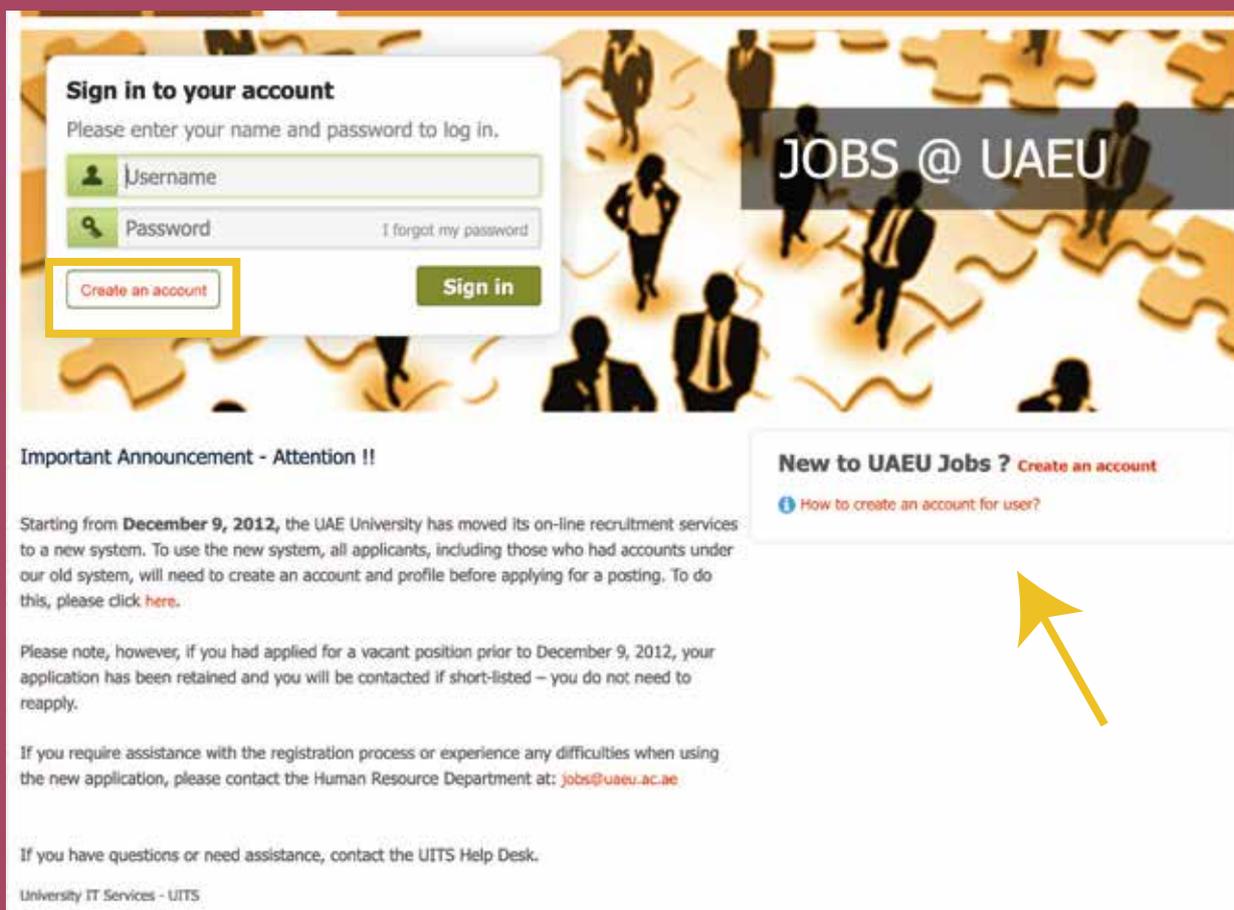


Go to: <https://jobs.uaeu.ac.ae/index.jsp>

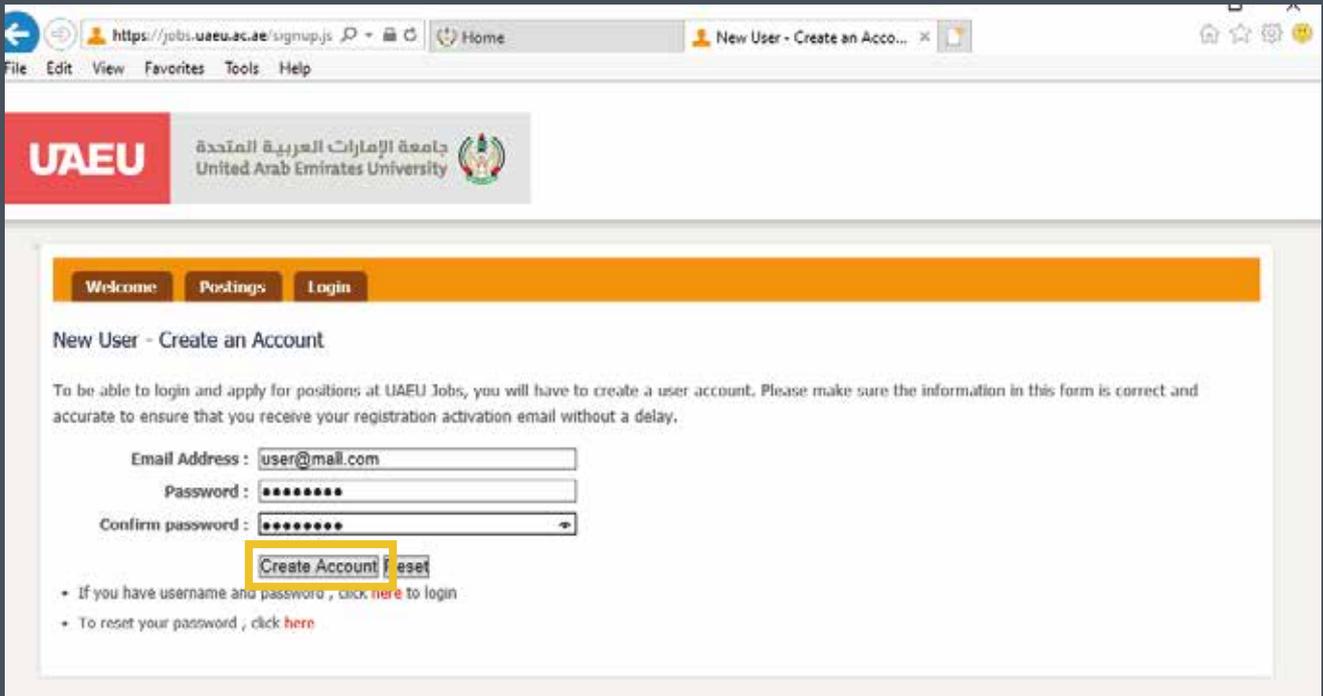
After opening the link, you will get this page



Go to Login and click on Create an account

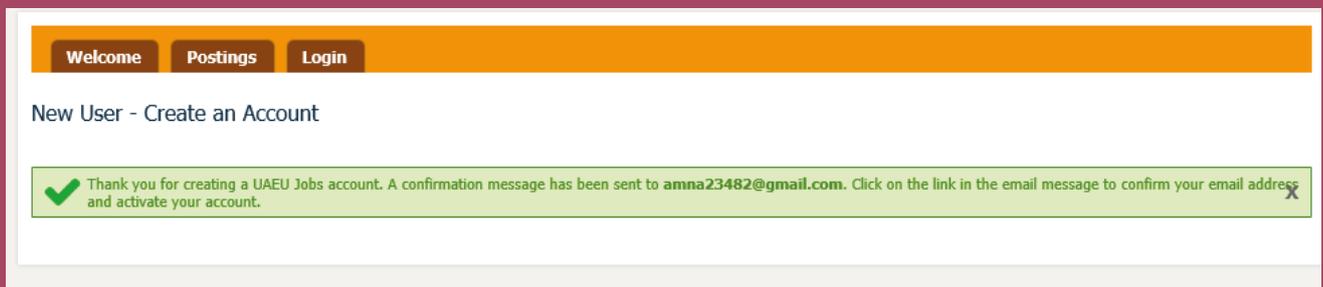


Write your email address and choose a password

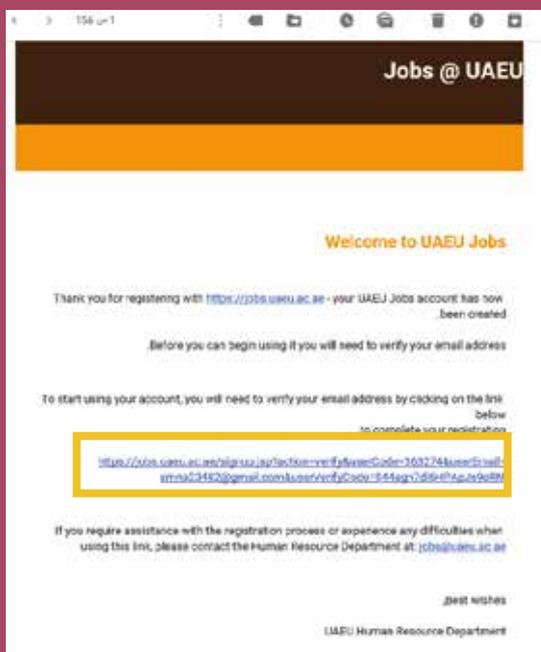


Click on Create Account

You will see this message



Open your email and click on the website from there



Click on the link and it will take you to this page

Write your email and the password in the box and click on Sign In

Welcome Postings Login

Sign in to your account

Please enter your name and password to log in.

user@gmail.com

Password I forgot my password

Sign in

JOBS @ UAEU

Important Announcement - Attention !!

New to UAEU Jobs ? [Create an account](#)

Starting from **December 9, 2012**, the UAE University has moved its on-line recruitment services to a new system. To use the new system, all applicants, including those who had accounts under our old system, will need to create an account and profile before applying for a posting. To do this, please click [here](#).

Please note, however, if you had applied for a vacant position prior to December 9, 2012, your application has been retained and you will be contacted if short-listed – you do not need to reapply.

If you require assistance with the registration process or experience any difficulties when using the new application, please contact the Human Resource Department at: jobs@uaeu.ac.ae

Home My Profile My Applications Postings

Account Help Exit

Home

Hint : To Start applying to postings, please make sure you have filled your profile.

Welcome to UAEU Jobs Website

What is My Profile?

To apply for any position at the UAE University you must first complete your profile. When completing the profile, you will be asked to provide information about your education and experience, as well as information regarding your employment history and references. Please gather this information before beginning the application process. You will also be able to attach/upload documents (such as Cover Letter and Resume / CV).

- Do I have to fill all information again for each application ?
- How the "My Profile" will make create application less time consuming ?
- Do I have to complete all profile sections ?
- How To Report A Problem ?

Go to My Profile

Fill the page and then click **SAVE**

Move to fill the rest of columns

UAEU Jobs 1.0

Home My Profile My Applications Postings

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Profile - Personal Information

Hint : To Save the profile record, click Save button.

Personal Information

Education

Employment

Academics Information

Languages Skills

References

Documents

Basic Information

• First Name :

Middle Name :

• Last Name :

• Date of Birth :

• Gender : Select Gender

• Marital Status : Select Marital Status

• Nationality : Select Country

• Religion : Select Religion

• Country of Residence : Select Country

Contact Information

• Mailing Address :

• Contact Country : Select Country

State/Province :

City :

Zip Code :

• Primary Phone :

Secondary Phone :

• Primary Email : amna23482@gmail.com

Secondary Email :

Additional Information

I have relatives currently working for UAEU : Yes No

My Linked In URL : [in](#)

Save

In This stage, you have to upload the CV in PDF format not Microsoft Word

Home My Profile My Applications Postings

Account Help Exit

Profile - Documents

Hint : To upload a file , Enter description and click Attach. To Delete the document record, click the X icon.

Personal Information

Education

Employment

Academics Information

Languages Skills

References

Documents

Note:

- You can upload the following file format ***.pdf.**
- Each file should not exceed 1 MB.
- Please provide a description for each other file.

Upload CV

Attach

Upload Cover Letter

Attach

Upload Other Documents

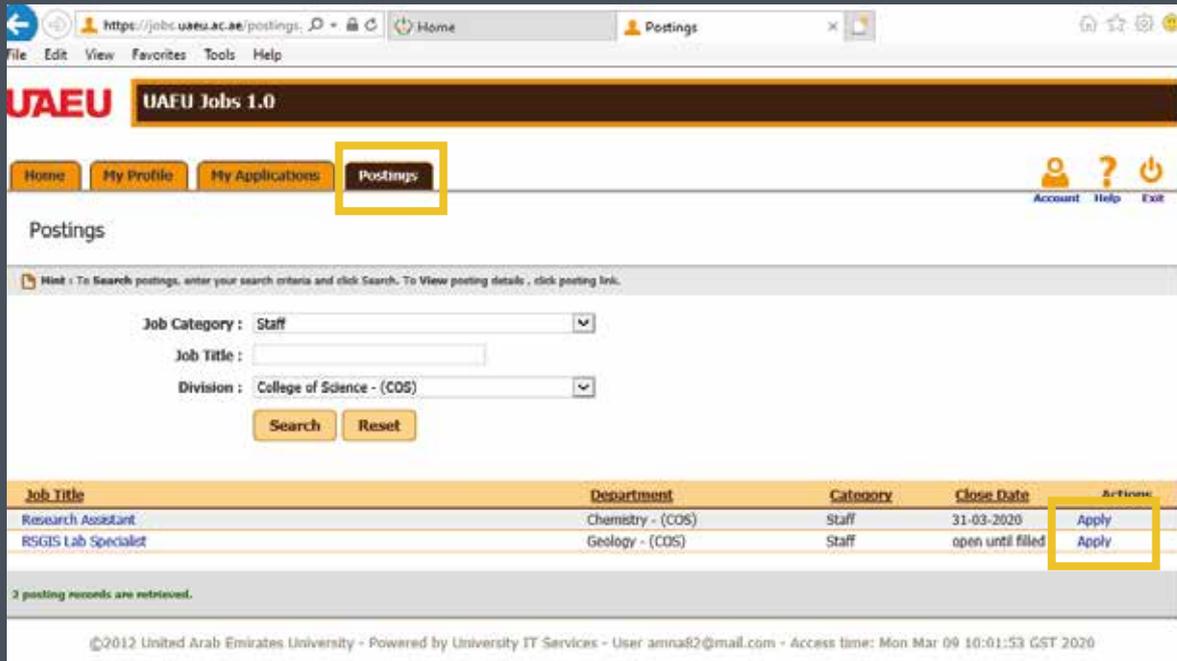
• Description :

• Description :

• Description :

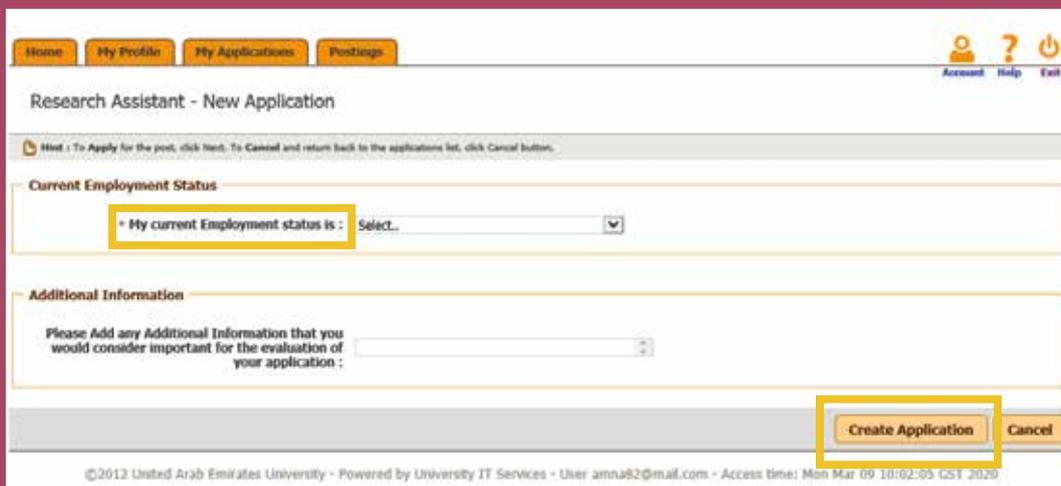
Save

Go to Postings to see the jobs and then click on the suitable one for you



After choosing the position click on Apply

Choose the current status



Click on Create Application

Click Submit

Home My Profile My Applications Postings Account Help Exit

Research Assistant - Application Information

Hint : To Save the application , click Save. To Submit your application, click Submit button. To Cancel and return back to the applications list, click Cancel button.

Required Information

- Personal Information
- Education
- Employment
- Languages Skills
- References
- Documents

Current Employment Status

My current Employment status is : Unemployed

Last Employment Date :

Additional Information

Please Add any Additional Information that you would consider important for the evaluation of your application :

Save Submit Cancel

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Tick the box and click on Confirm

UAEU UAEU Jobs 1.0

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Research Assistant - Application Summary

Hint : To Submit application to HR , click OK.To Cancel and return back to the applications list, click Cancel button.

- Required Information Section is completed.
- Personal Information Section is completed.
- Education Section is completed.
- Employment Section is completed.
- Document Section is completed.

I hereby certify that the information provided is true and complete to my knowledge. Providing false or misleading information at any time during the employment process may result in termination of appointment/employment. I will communicate any changes to the information to the Human resource department of the UAE University.

Are you sure you want to submit the application to Human Resource Department ? If YES, confirm above statement and click Confirm.

Confirm Cancel

By now you should get this page which means your Done

Research Assistant - Application Information

Hint : To Withdraw your application, click Withdraw button. To Cancel and return back to the applications list, click Cancel button.

Required Information

- Personal Information
- Education
- Employment
- Languages Skills
- References
- Documents

Current Employment Status

My current Employment status is:

Last Employment Date:

Additional Information

Please Add any Additional Information that you would consider important for the evaluation of your application :

[Withdraw](#) [Cancel](#)

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To check the status, you can go to My Applications

My Applications

Hint : To View posting details , click posting link. To View application details , click application link.

Job Title	Close Date	Status	Action
Accounts Officer	open until filled	Position Closed	
Residents Supervisor	05-04-2014	Withdraw	
Residents Supervisor	14-01-2013	Position Closed	
Academic Advisor	13-12-2016	Submitted	View Application View Documents
Academic Advisor	01-05-2014	Submitted	View Application View Documents
Financial Aid Coordinator-Administrative Assistant	17-10-2013	Submitted	View Application View Documents
Manager,New Student Recruitment	09-10-2013	Position Closed	
Supervisor, Health Club	10-07-2013	Position Closed	
Supervisor, Health Club	23-05-2013	Submitted	View Application View Documents
Administrative Coordinator	07-06-2013	Under Review	View Application View Documents
Residents Life Coordinator-Female -UAE only	open until filled	Position Closed	
Residence Life Coordinator-Female U A E only	13-07-2013	Submitted	View Application View Documents
Officer Student Activities	30-06-2013	Submitted	View Application View Documents
Training Coordinator	13-12-2016	Submitted	View Application View Documents
Academic Advisor	open until filled	Position Closed	
Telephone Coordinator	13-12-2016	Under Review	View Application View Documents
Administrative Assistant	31-07-2013	Submitted	View Application View Documents
Administrative Assistant	07-10-2013	Position Closed	
Operator, Help Desk Services	open until filled	Position Closed	
Secretary	open until filled	Position Closed	
Secretary	open until filled	Position Closed	
Secretary	open until filled	Position Closed	
Secretary	open until filled	Position Closed	
Secretary	15-10-2014	Position Closed	
Secretary	open until filled	Position Closed	
Coord, Quality & Excellence	10-04-2018	Submitted	View Application View Documents
Research Projects Coordinator	31-05-2017	Submitted	View Application View Documents

If you have any questions, you can contact us on 03 713 5888

Or email us on hr_dept@uaeu.ac.ae