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JOBS @ UAEU

Find

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Enter a Job description

Upload Your Resume

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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

Edit View Favorites Tools Help	
Welcome Postings Login	
Welcome to Jobs @ UAEU	
Welcome to the United Arab Emirates University JOBS website. Here you can view our current vacancies and find all of the information you need about working for the first and foremost university in the UAE. You can use JOBS to explore the wide range of career opportunities available, establish a personal profile, and apply for open positions.	Latest Postings Assistant Professor - Bioinformatics advertised Yesterday Pediatrics - (CMHS) Research Assistant advertised 5 days ago Biology - (COS)
To ensure that your application is considered in a careful and timely way please:	Research Ausistant advertised 5 days ago Physics - (COS)
Create your profile online.	Paramete According / Davidentarial follow (End
 Select and apply online for relevant vacancies (ie. those that strongly match your experience, education and skills). 	Metagenomics) advertised 5 days ago Biology - (COS)
 Provide all requested supporting documents with your application. 	Accistant/Accordate Professor General (Internal)
Thank you for your interest in employment with the UAE University.	Medicine Consultant advertised 6 days ago Internal Medicine - (CMHS)
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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

 Welcome
 Postings
 Login

 New User - Create an Account

 Image: A confirmation message has been sent to amna23482@gmail.com. Click on the link in the email message to confirm your email address and activate your account.

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



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

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Home My Profile M	y Applications Postings					Account	Help	
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In This stage, you have to uplouad the CV in PDF format not Microsoft Word

Hint : To upload a file . Enter descr	otion and click Attach. To Delete the document record, click the 🗶 kon.	
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Go to Postings to see the jobs and then click on the suitable one for you

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Department	Category	Close Date	Actions
Chemistry - (COS)	Staff	31-03-2020	Apply
Geology - (COS)	Staff	open until filled	Apply
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After choosing the position click on Apply

Choose the current status

Home Hy Profile Hy Applications Postings		2 ? ల
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Click on Create Application

Click Submit

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Tick the box and click on Confirm

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Home Ny Profile Ny Applications Postings		?	0
Research Assistant - Application Summary			
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I hereby certify that the information provided is true and complete to ney knowledge. Providing false or moleating information at any time during the employment may result in termination of appointment/employment. I will commanicate and changes to the information to the Human resource department of the UAE Univ	ent proc craity.	235	
Are you sure you want to submit the application to Human Resource Department ? If YES, confirm above statement and click Confirm.			
Cor	firm	Car	cel

By now you should get this page which means your Done

Applications Postings		Account	? C
pplication Information			
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To check the status, you can go to My Applications

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	Job Title	Close Date	Status	Action		INCAL
-	Accounts Officer	spen until filled	ed		_	
	Residents Supervisor	05-04-2014	Withdraw			
	Residents Supervisor	14-01-2013	Position Closed			
a	Academic Advisor	13-12-2016	Submitted	View Application 1) View Documents		_
A	Academic Advisor	01-05-2014	Submitted	View Application [] View Documents		
A	Financial Aid Coordinator-	17-10-2013	Submitted	Vew Application II View Documents		
	Administrative Assistant	09-10-2013	Position Closed	the second of the second state in the second state is the		
	Manager,New Student Renutment	10-07-2013	Position Closed			
A	Supervisor, Health Club	23-05-2013	Submitted	Wew Application View Documents		
8	Administrative Coordinator	07-06-2013	Under Review	View Application [] View Documents		
	Residents Life Coordinator-Female -UAE only	open until filled	Position Closed			
۵	Residence Life Coordinator- Female U.A.E. only	13-07-2013	Submitted	View Application [] View Documents		
ô	Officer Student Activities	30-06-2013	Submitted	View Application [] View Documents		
8	Training Coordinator	13-12-2016	Submitted	View Application [] View Documents		
	Academic Advisor	open until tilled	Pesition Closed			
8	Telephone Coordinator	13-12-2016	Under Review	View Application [] View Documents		
8	Administrative Assistant	31-07-2013	Submitted	Wew 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			
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	Secretary	open until filled	Position Closed			
	Secretary	15-10-2014	Position Closed			
	Secretary	open until filled	Position Closed	HALFS PROVIDE AND AND AND AND AND AND		
8	Coord, Quality & Excellence	10-04-2018	Submitted	View Application [] View Documents		
6	Research Projects Coordinator	31-05-2017	Submitted	Wew 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