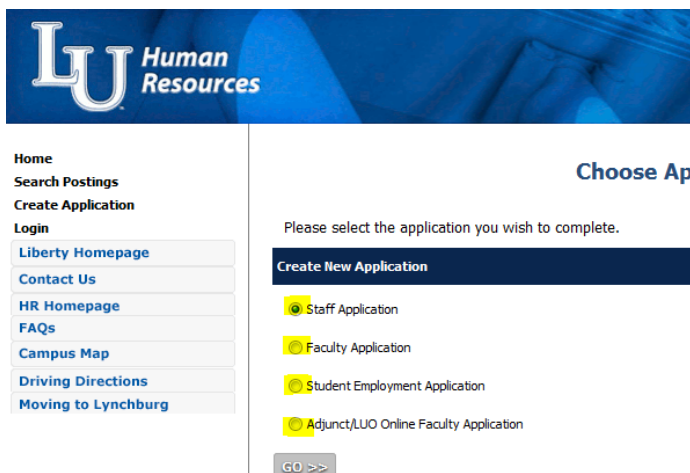


Creating an Application Prior to Jobs Being Posted

1. Go to... <https://jobs.liberty.edu/>.
2. Click "Create Application" in the left-hand column.



3. Choose your application type you wish to complete and click "Go".



4. Enter a Username and Password... Please Note: **Your username should be the first letter of your first name, your last name, and the last four digits of your social security number, (i.e. rsmith1234).**

Select User Name and Password:

Select User Name:

Use between 6 and 20 letters or numbers.

Password:

Use between 6 and 20 letters or numbers.

Re-enter Password:

CONTINUE TO PAGE 1 OF STAFF APPLICATION >>

For your convenience you may want to write down your user information below:

My **USERNAME** is: _____

My **PASSWORD** is: _____

5. Choose a security question in case you forget your password.

Your Question and Answer

* Please choose an account access question:

* Please enter the answer to your question:

6. Now you may continue on to complete the Application Process.

7. At the very end after you confirm you application, you should receive the below notification.

Login Successful!

The table below lists the positions to which you have applied.

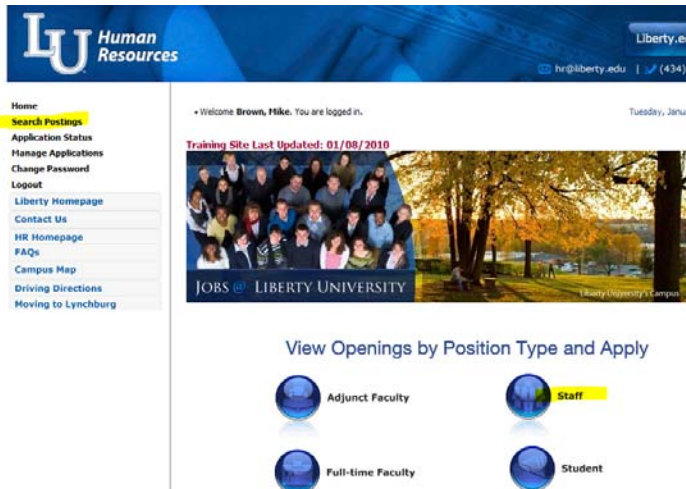
- To remove your application from consideration for a position, click on the **Withdraw Application** link for that position.
(Note: If you withdraw your application, you will *not* be able to apply for the same position again).

You have not applied to any positions. Please apply for a specific posting by clicking the **Search Postings** link on the navigation bar, viewing the Job Details for a specific position, and applying that position.

NOTE: To protect the security of your application information, please logout of the site and close your browser window when you are finished.

Attaching Your Application Once Jobs Become Posted the First Week of February

1. Click “Search Posting” or click the radio button for the type of position you are seeking.



2. Once you see a position of interest, click the “view” button.

Search Results

To view the position details and/or apply to a position, click on the **View** link below the Job Title. To sort, click on the arrow next to the column title.

RETURNING USERS: Please **STOP** and read this important message!

If you need to **edit your application information** before applying for a position, please login and click on the 'Manage Applications' link on the navigation bar to the left. **You will not be allowed to change your application information after you have applied for a position.**

Search Results

1 Record


Classification Title	Position Title	Job Open Date	Position Type	Department
Benefited Salary View	New Enrollment Specialist	01-12-2010	Staff	2F1020 - Admissions, LUO & GR

3. If you want to apply for the position, click the “apply for this posting” button...

APPLY FOR THIS POSTING

Posting Details

[Return to Search Results](#)

 [Printer-Friendly Version](#)

If you need to **edit your application information** before applying for a position, please login and click on the 'Manage Applications' link on the navigation bar to the left. **You will not be allowed to change your application information after you have applied for a position.**

APPLY FOR THIS POSTING

Posting Details	
Posting Number:	9000004
Classification Title:	Benefited Salary
Position Title:	New Enrollment Specialist
Department (Index Code):	2F1020 - Admissions, LUO & GR
Job Summary/Basic Function:	phone skills, 60wpm typing
Minimum Qualifications:	1. Strong written and verbal communication skills 2. Ability to work a varied schedule with flexible hours 3. Proficiency in Microsoft Outlook and Word and knowledge of Access and Excel 4. Ability to represent the office and the university in a professional
Preferred Qualifications:	BS degree
Posting Date:	
Closing Date:	Open Until Filled
Special Instructions to Applicants:	Must be flexible and available to work multiple shifts and weekends
Position Type:	Staff

4. Scroll to the bottom of your application, you have 3 choices:

1. You can “edit” your information”
2. You can view your application
3. You can apply for this posting using the current data

[Edit Staff Application](#)

 [View Staff Application](#)

This data is current and accurate as of this moment. I would like to continue with the position using this data.

[RETURN TO POSTING](#)

[CONTINUE WITH THIS DATA](#)

5. Follow the steps on the next 2 screens and then confirm your application...**MAKE SURE YOU RECEIVE A CONFIRMATION NUMBER.** When you receive a confirmation number, you have successfully applied for this position.

**Your Application Has Been Submitted
Benefited Salary**

The following is your confirmation number. Please save this number for future reference: **553039**

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

OK