Frequently Asked Questions (FAQ) for Applicants

How do I apply for a position?

All of our open positions are posted on the UNCW jobs website (https://jobs.uncw.edu). If you would like to be considered for any of our open positions, you must apply electronically through our jobs website. If you do not have an account, click "Create Account" on the left side of the jobs website. If you already have an account, click "Log In" on the left. Once you have created an account or logged in, you may search for jobs via the "Search Jobs" link on the left, or by selecting one of the teal, quick search buttons. To apply for a position, click on the title of the position that interests you, and then click "Apply for this Job" above the posting.

What should I do if I forgot my password and/or username?

Go to the login screen and click "Forgot your username or password?" This will prompt you for your email address and username and ask the security questions you created when setting up your account. Follow the prompts on the screen to have your password reset or username emailed to you.

What happens after I submit my application?

When you submit your application and materials through the jobs website, your application and materials will be entered into consideration for the position(s) to which you applied. The hiring department or assigned search committee will review submitted applications and compare materials to the advertised requirements, preferences, and needs of the position. The hiring department or assigned search committee will determine which applicants are to be selected for interviews. If you are selected for an interview, the hiring department or search committee will contact you directly.

Can I submit an application without applying for a specific position?

You must identify a specific position in order to submit an application. Applicants will only be considered for the position in which they apply. If you would like to be considered for multiple positions, you should apply for each open position separately.

Can I add additional information to my application after it has been submitted?

Once an application has been certified and submitted you will not be able to make updates through your account. If you realize pertinent information was left out of your application materials after submission, you may request assistance by contacting the Human Resources Department at hrsearch@uncw.edu or (910) 962-3160. Please note that changes may only be made to an application if the position is still posted.

Where can I attach or send additional documents?

Many of our postings request additional documentation to be added at the time of application. All documents that are required or optional are listed in the posting under "Applicant Documents." Those listed are the only documents that will be accepted as part of the application. Additional relevant documents may be shared at the time of the interview.

How long is a position open to receive applications?

If a posting is still on our jobs website, it is open to receive applications. All permanent faculty and staff positions have a specified close date. Positions will close at 11:59 p.m. EST/EDT on the closing date and applications will no longer be accepted.

What is the salary range for this position?

Staff positions have a well-defined salary range listed in the job posting. Faculty and Instructional/Research/Executive positions do not disclose a salary range, and we cannot provide any additional information. However, we encourage you to still apply for the position. The hiring department may provide more information regarding the salary further in the consideration process. However, this is determined on a case-by-case basis.

What is the status of my application? What does it mean if my application is "In Progress"?

An application status of "In Progress" means that your application has been successfully submitted. Your application will remain "In Progress" until the position has been Filled or Cancelled. You will receive an email notification when a position that you have applied for has been filled.

Can you give me more information about the job, hiring department, search committee, or the hiring official?

We cannot provide the names or contact information for the search committee members or hiring managers. Some of our postings provide a contact person for more information or additional questions. If your interest is to identify to whom to address your application materials, it is acceptable to address materials to "Hiring Manager" or "Search Committee."

Can I submit a paper application?

UNCW only accepts applications electronically via the jobs website (https://jobs.uncw.edu). If you should require an accommodation to the electronic application process, please contact the Human Resources Department at (910) 962-3160 or hrsearch@uncw.edu.