

## Internal Job Board – Current Employee Guide

To access the internal job board and find opportunities exclusively for current University employees, follow the steps below.

\*\*To be considered for internal only opportunities, you must be a current employee in a Full Time Equivalent, Research Grant, or Time Limited Position.

- 1. Go to the <u>USCJobs</u> website to log in to the applicant portal.
- 2. Select the *Log In/Create Account* tab and then select the *Current Employees select this link to log in* tab.

希 Home	Log in to your account Required fields are indicated with an asterisk *	
<b>Q</b> Search Jobs	* Username	
<b>Q</b> Search USC Market Titles		
Job Alerts	* Password	
➡ Log In /Create Account	-	
<b>?</b> Help	Forgot your username or password?	
Frequently Asked Questions	Log m	
	Current employees select this link to log in	
	Log In with Chronicle Vitae	
	Apply for jobs faster with Chronicle Vitae.	
	Log In with LinkedIn	
	Or Create an Account	

3. Log in using your USC credentials.

USC Central Authentication Service (CAS)	USC Jobs USC Authentication System.
Login Credentials Required	USC Authentication System.
Network Username/VIP ID	
	If you have already signed up for multifactor authentication under myaccount.sc.edu, use one of the following to login:
Password:	Network Username - This is primary method enrolled students,
	faculty, staff, and affiliates use to connect to university systems.
LOGIN	This credential is the first portion of your official university email address (before @mailbox.sc.edu or @email.sc.edu).
If you receive an ACCESS DENIED message, please visit	VIP ID - This eight-digit number is assigned when a person
myaccount.sc.edu and click the Account Settings field to setup multifactor authentication.	applies for admission to the university or for financial aid. Admitted students can find their VIP ID in their acceptance materials.
For security reasons, please log out and exit your web browser when	
you are finished accessing services that require authentication.	Blackboard Auxiliary ID - allows access to Blackboard for users
	who do not have a Network Username or VIP ID but have a legitimate need to access the system.

4. Once logged in, click the *Search Internal Jobs* tab.

h jobs n USC Market Titles s campus Campus Campus Campus Campus Campus Campus Campus Campus College/Division No Selection USC Alaen USC Alaen USC Beaufort USC Collingia Department Department No Selection Alf Academic Affairs Alfairs Alfa	2 Search Internal Jobs		Ported Within	
s CallegorDivision No Selection Arnold School of Public Health Advisory Audit and Advisory Addit and Advisory Advis	Q Search Jobs		Tosted Mellin	Any time period 🗸
s No Selection No Selection Action Action Action Action Selection Selection Action Selection Action Selection Selection Action Selection Action Selection Action Selection Selection Action Selection Selection Action Selection Selection Action Selection Selection Selection Action Selection Action Selection Action Selection Action Selection Action Selection Action Selection Action Selection Action Selection Action Acti	Search USC Market Titles		College/Division	
ookmarked Postings     USC Besufort     Addit and Advisory       pplications     Department     Audit and Advisory       Documents     No Selection AIX Academic Advisement AIX Academic Advisement AIX Admissons     Position Type       t Alexandria     Full or Part Time     No Selection       Full or Part Time     No Selection     Category	ob Alerts No Selec		. Conege birthion	No Selection
pplications Department USC Columbia USC Columbia USC Columbia USC Columbia Audit and Advisory Audit and Advi				
Department         Position Type           No Selection         Alf Academic Advisement           Alf Academic Advisement         Faculty RSP/TL           Alf Advisions         Faculty RSP/TL           Faculty RE         Category	USC Colu		•	
nt Settings nt Settings Alk Academic Affairs Alk Academic Affai	Department		Position Type	
nt Settings AK Academic Affairs Affair				
Alexandria Full or Part Time Category No Selection No Selection		amic Advisement		
Full or Part Time Category No Selection No Selection	Account Settings AIK Acad	demic Affairs		Faculty RGP/TL
	Account Settings	demic Affairs Jissions		Faculty RGP/TL Faculty FTE
	AlK Acad	Jemic Affairs Jissions	Category	Faculty RGP/TL Faculty FTE
thy Asked Questions Part Time Alumni Development	Alk Acad Alk Acad Alk Adm D Logout Alexandria Full or Part Time	Jemic Affairs Jissions	Category	Faculty RGP/TL Faculty FTE
	Account Settings     Alk Acad     Alk A	iemic Affairs issions • ttion •	Category	Faculty RGP/TL Faculty FTE
thy Asked Questions Part Time Alumni Development	Account Settings Alk Acad Logout Alexandria Pull or Part Time No Selec	Jemic Affairs Jissions	Category	Faculty RGP/TL Faculty FTE No Selection
	Account Settings Alk Acad Logout Alexandria Pull or Part Time No Selec	Jemic Affairs Jissions	Category	Faculty RGP/TL Faculty FTE No Selection
	Account Settings Alk Acad Alk Acad Logout Alexandria Full or Part Time Help No Selec	iemic Affairs issions • ttion •	Category	Faculty RGP/TL Faculty FTE No Selection Administrative Alumi Development
N Asked Questions Part Time Alumni Development	nt Settings Alk Acad Alk Adm Alexandria Full or Part Time	Jemic Affairs Jissions	Category	Faculty RGP/TL Faculty FTE
	ccount Settings Alk Acad ogout Alexandria Full or Part Time No Selec Full Time No Selec	iemic Affairs issions • ttion •	Category	Faculty RGP/TL Faculty FTE
	Account Settings Alk Acad Logout Alexandria Full or Part Time No Selec Full Time No Selec	iemic Affairs issions • ttion •	- Category	Faculty RGP/TL Faculty FTE
	count Settings Alik Acad gout Alexandria Full or Part Time No Selec Full Time Full or Part Time	iemic Affairs issions • ttion •	- Category	Faculty RGP/TL Faculty FTE
	count Settings Alik Acad agout Alexandria Full or Part Time No Selec Full Time Full or Part Time	iemic Affairs issions • ttion •	- Category	Faculty RGP/TL Faculty FTE
	count Settings Alk Acad gout Alexandria Full or Part Time No Selec Full Time No Selec	iemic Affairs issions • ttion •	Category	Faculty RGP/TL Faculty FTE
	punt Settings Alk Acad but Alexandria Full or Part Time No Selec	Jemic Affairs Jissions	Category	Faculty RGP/TL Faculty FTE
	Int Settings AIK Acad	demic Affairs Jissions	•	Faculty RGP/TL Faculty FTE
	count Settings AIK Acad	demic Affairs		Faculty RGP/TL
Full or Part Time Category No Selection No Selection	Account Settings AIK Acad	demic Affairs		Faculty RGP/TL
Full or Part Time Category No Selection No Selection				
Alk Admissions Faculty FE - Faculty FE - No Selection No Selection				
nt Settings AK Academic Affairs Affair				
nt Settings nt Settings Alk Academic Affairs Alk Academic Affai	Department	tion	Position Type	No Selection
Documents No Selection No Selection Staff All K Academic Advisement Staff All K Academic Advisement Faculty RGP/TL All K Admissions Faculty FTE t Alexandria Full or Part Time No Selection	Your Applications	unuia 👻	·	Audit and Advisory
pplications     Pesition Type       Documents     No Selection       nt Settings     Alk Academic Adfairs       t Alexandria     Full or Part Time       Full or Part Time     Category	USC Colu			
pplications Department USC Columbia USC Columbia USC Columbia USC Columbia Audit and Advisory Audit and Advi	USC Aike			
ookmarked Postings     USC Besufort     Addit and Advisory       pplications     Department     Audit and Advisory       Documents     No Selection AIX Academic Advisement AIX Academic Advisement AIX Admissons     Position Type       t Alexandria     Full or Part Time     No Selection       Full or Part Time     No Selection     Category	ob Alerts No Selec		Conegerbivision	No Selection
s No Selection No Selection Action Action Action Action Selection Selection Action Selection Action Selection Selection Action Selection Action Selection Action Selection Selection Action Selection Selection Action Selection Selection Action Selection Selection Selection Action Selection Action Selection Action Selection Action Selection Action Selection Action Selection Action Selection Action Selection Action Acti	Search USC Market Titles		College/Division	
s CallegorDivision No Selection Arnold School of Public Health Advisory Audit and Advisory Addit and Advisory Advis				Any time period V
n USC Market Titles	Keywords		Posted Within	Any time period V

5. Click the title of the position or conduct a keyword search to **Start your internal career** search!

🖶 Home	Search Internal Postings (1) View all open Postings below, or enter search criteria to narrow your search.
<b>Q</b> Search Internal Jobs	
<b>Q</b> Search Jobs	Key Market Posted Within Any time period V
<b>Q</b> Search USC Market Titles	
Job Alerts	Search
Your Bookmarked Postings	
Your Applications	View Results (1)
Your Documents	
Account Settings	Asst Dir Student Governance
🖒 Logout Alexandria	The assistant director for student governance advances student success by serving as the primary advisor/coordinator for student governance initiatives, facilitating and developing programs and events, providing guidance in budget development and expenditure protocol, and leadership training that will provide student leaders with personal and professional support. This includes but is not limit
? Help	Verge de Conjunction and experimente protectes print activitées printe année printe année protectament and protectament apporte a normedata de la roc ministra     Verge Details     Bookmark
Frequently Asked Questions	Contrark Buckhark