

Step 4: Search for jobs at UC San Diego.

You can search for jobs at the University of California, San Diego by visiting our website at <http://jobs.ucsd.edu>. From this sight, you will find information regarding our Current Job Listings. You can access the current job listings through either one of the following methods:

1. Click on the "Staff Jobs" link under the "Browse Jobs" header, where you will find a list and descriptions of the various job categories at UC San Diego. Select the specific job category you are interested in by clicking that link, and you will be directed to the job openings we currently have under that particular category.

OR

2. From the "Job Bulletin" tab, a drop-down menu will follow and you can select the specific job category you are interested in. You will be directed to the job openings we currently have under that particular category.

The screenshot displays the UC San Diego Jobs website interface. At the top, the UC San Diego logo is on the left, and a "Sign In" link is on the right. Below the logo is the text "Employment and Community Outreach". A search bar with a "Go" button is located in the top right corner. A navigation menu includes tabs for "JOBS HOME", "HOW TO APPLY", "MY PROFILE", "MY RESUME", "MY JOBS", and "JOB BULLETIN". The "JOB BULLETIN" tab is active, and a dropdown menu is open, listing various job categories such as "New Jobs", "Professional", "Administrative", "Engineering", "Executive", "General", "Health & Patient Care", "Information Technology", "Partners", "Publication", "Research", "Svcs,Trade,Safety", "Sea-Going", "Student Services", "UCSD Internal", and "Temporary Employment". The main content area features sections for "Browse Jobs" (with links for Staff Jobs, Academic, and Medical Center), "How To Apply" (with links for Instructions, Tutorials, and FAQs), and "Benefits" (with links for UCSD Benefits, Work Life, and My Career). There are also sections for "Outreach Events" and "Employment Spotlight". The footer contains the UC San Diego logo, contact information, and a "Send us your feedback" link.

Customizing Your Job Search.

You can search by specific types of jobs at UC San Diego by customizing a search. Below are some step-by-step instructions.

1. From the drop-down menu of the "Job Bulletin" tab, select the option "Search by Category". This will take you to the "Search by Staff Jobs" page.
2. In the drop-down box entitled "Job Category", select the job category where in you would like to conduct your customized search. You have the option of selecting "All Categories" for your search.
3. In the text box entitled "Search For", type in the words you would like to use as criteria for your search. For example, to find positions with human resources responsibilities, please type "human" and "resources" in the text box. You can type up to three search terms for your search.
4. Click the "Search Jobs" button to generate the results of your requested search. Results of your search will be noted by Job Category and the number of results per category.

The screenshot displays the UC San Diego Employment and Community Outreach website. The top navigation bar includes links for JOBS HOME, HOW TO APPLY, MY PROFILE, MY RESUME, MY JOBS, and JOB BULLETIN. A search bar at the top right contains the text "Search Jobs:" and a "Go" button. The main content area is titled "Search Staff Jobs" and shows a search for "information technology". The "Job Category" dropdown is set to "All Categories". The "Search For" field contains "information technology" with a note "(up to 3 search terms)". A "Search Jobs" button is visible. Below the search bar, the results are categorized as follows:

- [All Categories - 67 Results](#)
- [Administrative Professional - 26 Results](#)
- [Administrative Support - 3 Results](#)
- [Information Technology - 18 Results](#)
- [Student Services - 7 Results](#)
- [UCSD Internal Recruitment - 8 Results](#)
- [UCSD Institutional Partners - 1 Results](#)

On the right side, there are sections for "Featured Jobs" (UCSD Medical Center, Executive & Management, Sea-Going Positions) and "Also Consider" (Academic Jobs, Medical Center). A "Save This Search" link is located above the search results.

- **Saving Your Search.**

Our new system allows you to save your customized searches. Simply click the "Save This Search" Link from the "Search Results" page of your customized search. The search criteria you have identified is now saved for future searches.

- **Bookmarking a Job.**

Our new system allows users to bookmark a job and revisit the announcement at a later time. From the specific job announcement, simply click the “Bookmark This Job” link and this page will automatically bookmark this job for you. **Please note** that you will need to have submitted your profile in order to bookmark jobs. Once a job has closed, the bookmarked job announcement will automatically drop from your list of bookmarked jobs.